



PRIVACY NOTICE FOR ALL APPLICANTS

Policy Title	Privacy Notice for all Applicants	Department Responsible:	I.T – GDPR Lead
Version	V1 – 25 September 2018	Review Date:	1 September 2019

Privacy Notice

How we use applicant information

In order to operate The Shared Learning Trust and its academies (“We”, The Trust”) recruitment system we will collect and store personal information you submit to it via our recruitment website. Please read the following privacy policy to understand how the Trust uses and protects the information you provide. For the avoidance of doubt, The Shared Learning Trust is considered the processor and controller for all academies within its care.

The categories of applicant information that we collect, process, hold and share include:

We collect personal information through our application form

- personal information (such as name and contact information)
- Qualifications (such as GCSE’s, A Levels, Degree studies and other relevant qualifications)
- Employment history
- Right to work in the UK
- Notes from interviews and activities we ask you to complete as part of the recruitment process

How we use this information

- To find out more about your skills and experiences
- To match your skill sets with job vacancies to assist in finding you the positions that most suit you
- Where you agree that we may do so to keep your information on our files to keep you informed of available roles as they arise

How we hold this information

The personal information you set out above is stored on the computer system of our third party provider and is access by authorised trust employees for the purposes of recruitment. Any interview notes taken by trust employees are stored and maintained by for the purposes of recruitment.

The lawful basis on which we process this information

We collect and process your personal data under the lawful basis of legitimate interest and legal obligation. For example we have a legitimate interest to see your work history and qualifications to see if you would be suited to the role you have applied for. We are under a legal obligation to ensure any successful applicants have the right to work in the UK.

Disclosure of your information

Your information will not be disclosed to any organisation outside of the trust except for any third party service providers involved with our recruitment activities. However, it may be necessary to share your data with government agencies such as HM Revenue and Customs, or the Home Office or legal advisors.

Once an offer of work has been accepted by you, we will ask you to provide further information at that stage to enable us to enter into an employment or working relationship with you. In the event that you enter into employment or another working relationship with us, we may then store and retain the information set out above as part of your personnel file and use it for the purposes of your employment.

Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during our recruitment process.

How long we retain applicant information

If you are unsuccessful, we will retain your application form and other information collected during the recruitment process for 6 months, at which point it will be securely destroyed.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact The Trust Data Protection Lead

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:
privacy@thesharedlearningtrust.org.uk