

# PRIVACY NOTICE:

## Job Applicants

Schools within the Equinox Learning Trust (Kennet School, Whitelands Park Primary School and Francis Baily Primary School) are required to hold and process personal data, including sensitive personal data, relating to volunteers. The Trust acts as the data controller for the purposes of data protection law.

### Contact details

Equinox Learning Trust  
Stoney Lane, Thatcham, Berkshire RG19 4LL  
Telephone: 01635 862121  
Email: [office@equinoxlearningtrust.co.uk](mailto:office@equinoxlearningtrust.co.uk)

### The type of information we have

We currently collect and process a range of information about you. This includes:

- 🔒 your name, address and contact details including email address and telephone numbers
- 🔒 your date of birth
- 🔒 your employee or teacher number
- 🔒 your national insurance number
- 🔒 your qualifications, skills, experience and employment history, including start and end dates with previous employers
- 🔒 references
- 🔒 information about your current remuneration including entitlement to benefits such as pensions
- 🔒 information about your marital status
- 🔒 information about your nationality and entitlement to work in the UK including passport and visa details
- 🔒 information about your criminal record
- 🔒 your social media profile usernames/handles and the links to these
- 🔒 relevant medical information, including whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment and selection process
- 🔒 information about your ethnicity for the purposes of equal opportunities
- 🔒 your image on our CCTV system

### How we collect the information and why we have it

The Trust collects personal information about you during the recruitment process either directly from you from application forms, CVs, cover letters or interview notes or sometimes from a third party, such as an employment agency. We may also collect personal information from other external third parties such as references from current and former employers or other named referees provided by you, information from background check providers and criminal records checks. Safer recruitment procedures in schools also require appropriate checks to be made on people who work with children.

The Trust needs to process data to take steps at your request prior to entering a contract with you. It may also need to process your data to enter into a contract with you.

Under GDPR, the lawful bases we rely on for processing this information are:

**Legal Obligation:** In some cases, the Trust needs to process the data to meet the statutory duties placed upon it. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The Trust is obliged to seek information about criminal convictions and offences, as well as carry out online searches to identify any incidents or issues which have happened, or are publicly available. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

**Legitimate Interests:** Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

### How we store your information

If your application for employment is unsuccessful, the Trust will hold your personal information on file for 6 months after the end of the relevant recruitment process. Occasionally, we may ask your permission to keep your details on file for longer (up to six months more) for consideration for roles which may become available in the future.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment and the terms of the Trust's Privacy Notice for its workforce will apply.

### What we do with the information we have

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the administration team, interviewers involved in the recruitment process, managers in the department with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The Trust will not share your personal data with third parties unless your application for employment is successful and it makes you an offer of employment. The Trust may then share your personal information with employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks and any third-party HR or payroll provider to enable contractual documentation to be produced and to pay you.

### Transferring data internationally

Your data will not be stored or sent outside of the European Economic Area (EEA), with the exception of requests for references where the referees you have provided are outside of the EEA.

### Change of purpose

We will only use your personal data for the purposes for which it was collected, i.e. for the recruitment exercise for which you have applied.

## Your data protection rights

Under data protection law, you have rights including:

- 🕒 **Your right of access:** You have the right to ask us for copies of your personal information
- 🕒 **Your right to rectification:** You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete
- 🕒 **Your right to erasure:** You have the right to ask us to erase your personal information in certain circumstances
- 🕒 **Your right to restriction of processing:** You have the right to ask us to restrict the processing of your information in certain circumstances
- 🕒 **Your right to object to processing:** You have the right to object to the processing of your personal data in certain circumstances
- 🕒 **Your right to data portability:** You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances

You are not required to pay any charge for exercising your rights. If you make a request, we will respond to you within one month of receipt. Please contact us if you wish to make a request: [Data Protection Officer](#).

## How to complain

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: [Data Protection Officer](#). Or you can contact the Information Commissioner's Office:

Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Helpline: 0303 123 1113

Website: [www.ico.org.uk](http://www.ico.org.uk) (contact page)

## What if you do not provide personal information?

You are under no statutory or contractual obligation to provide personal information to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly or at all.