

## Privacy Notice

### Recruitment

Reviewed – Feb 22

The Cornerstone Academy Trust needs to collect, store and process data on prospective employees of the Trust to be able to successfully recruit new staff.

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and the personal data about people who apply to work for the Trust.

We, The Cornerstone Academy Trust, are the ‘data controller’ for the purposes of data protection law.

Our Data Protection Officer is Graham Newbery. He can be contacted via [DPO@tcat.education](mailto:DPO@tcat.education)

### The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name, title, National Insurance number and ID documents
- Contact details including home & email addresses, telephone numbers and other online contact points
- Eligibility to work
- Previous employment history
- Education and Professional qualifications
- Membership of Professional or Government bodies
- Referee details
- Equalities information
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Any other relevant information you wish to provide to us
- Photographs taken in school

- CCTV footage taken in school

## Why we use this data

We process data relating to applicants to assess your suitability for the vacancy and to monitor workplace equality.

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. We are conforming to the following legal bases:

- **Article 6 (1) b of UK (GDPR):** to take the necessary steps to enter into an employment contract
- Some information we process will be Special Category data under **Article 9**.

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests) eg in a life or death situation
- We have legitimate interests in processing the data – eg where processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller as a publically funded education establishment.

Where you have provided us with consent to use your data, you may withdraw this consent at anytime.

We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

## Collecting this information

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees
- The Disclosure and Barring Service
- The Local Authority

## How we store this data

Data stored in paper format is kept in securely and is accessible only by the appropriate administrative staff and managers who have a legitimate need to access your data.

Data in electronic format is kept in a secure area on the Trust systems.

If your job application is successful your information will be kept in your personnel file and kept in accordance with other HR retention rules.

Once your involvement in the Trust has ended, we will retain this file and delete the information in it in accordance with our record retention schedule/records management policy.

If your job application is unsuccessful your information will be kept for six months.

## Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Usually we will keep your personal data within the Trust but in some instances may be required to disclose your personal data to:

- Third party assessment and recruitment providers (to facilitate your application and suitability for a role)
- The Local Authority (who may assist the school with the recruitment process)
- Our Trustees and Members and the Trustee Board.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

## **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **Your rights**

### **How to access personal information we hold about you.**

Individuals have a right to make a **Subject Access Request (SAR)** to gain access to personal information that the school holds about them.

If you make a SAR, and if we do hold information about you, we will:

- Give you a description of the information
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer, [Graham Newbery](#)

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer, [Graham Newbery](#)

## **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or you have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer, [Graham Newbery](#)

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer, [Graham Newbery](#)