

# Privacy notice for applicants

## Central Co-operative Learning Trust

Burton Fields School	Outwoods Street, Burton upon Trent, Staffordshire DE14 2PJ
Grange School	Shobnall Close, Burton upon Trent, Staffordshire DE14 2HU
John Of Rolleston Primary School	Chapel Lane, Rolleston on Dove, Burton upon Trent, Staffordshire DE13 9AG
Outwoods Primary School	Harehedge Lane, Burton upon Trent, Staffordshire DE13 0AS
Redbrook Hayes Primary School	Talbot Road, Rugeley, Staffordshire WS15 1AU
William Shrewsbury Primary School	Church Road, Stretton, Burton upon Trent, Staffordshire DE13 0HE



Under data protection law ([the UK General Data Protection Regulation](#)), individuals have a right to be informed about how we use 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 use personal data about individuals who have applied for a position within Central Co-operative Learning Trust (CCLT).

We, Central Co-operative Learning Trust, are the 'data controller' for the purposes of data protection law.

You can contact our data protection officer is: John Walker and is contactable via J.A.Walker, Solicitor Office 7, The Courtyard, Gaulby Lane, Stoughton, Leicestershire LE2 2FL

## The personal data we hold

We process data relating to those who apply for a position within the Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, employee or teacher number, national insurance number)
- characteristics information (such as gender)
- Contact details (such as addresses, email, telephone, contact preferences, date of birth, identification documents, next of kin)
- previous employment history (such as employer name, start date, end date, post details)
- qualifications (and, where relevant, subjects taught)
- CPD (including course name, awards, date of attendance)
- references (including name and contract information)
- CCTV footage (whilst onsite)

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Health, including any medical conditions, and sickness records
- Criminal data, provided as part of our recruitment process application

## Why we use this data

The purpose of processing this data is to help us appoint a suitable candidate, including to:

- Facilitate safer recruitment
- Personnel management
- Recruitment management
- Inform our recruitment and retention policies

## Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

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)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

## Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

We may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

## Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## How we store this data

We hold application data throughout your period of employment and for 6 years after the cessation of your employment if successful and for a period of 6 months if unsuccessful. Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override electronic files. We may also use an outside company to safely dispose of electronic records.

Once your application has been submitted we will retain this file and delete the information in it in accordance with our records management policy available on the website of each of our schools.

## Data sharing

We do not share information about applicants with any third party without consent unless the law and our policies or internal procedures allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information with organisations as listed within our policy.

## 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

Individuals have a right to make a **'subject access request'** to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- 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: John Walker and is contactable via J.A.Walker, Solicitor Office 7, The Courtyard, Gaulby Lane, Stoughton, Leicestershire LE2 2FL

## 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

To exercise any of these rights, please contact our data protection officer: John Walker and is contactable via J.A.Walker, Solicitor Office 7, The Courtyard, Gaulby Lane, Stoughton, Leicestershire LE2 2FL

## **Complaints**

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

## **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: John Walker and is contactable via J.A.Walker, Solicitor Office 7, The Courtyard, Gaulby Lane, Stoughton, Leicestershire LE2 2FL