



# **Excalibur Academies Trust**

## **Privacy Notice for Applicants**

### **(How we use recruitment information)**

**Excalibur Academies Trust may be required to obtain information in recruitment process, and this may include:**

**(The level of information collected will vary subject to an applicant being successful)**

- personal information (such as name, DOB, address, contact details, teacher number, NI number)
- special categories of data including characteristics information such as gender, age, ethnic group, pre-employment health declaration
- work absence information
- qualifications (and, where relevant, subjects taught)
- employment history
- relevant medical information
- references
- safeguarding and Child Protection reports and disclosures
- DBS disclosure, QTS evidence and validation, Section 128 check where necessary.

#### **Retention of Records**

The Trust is legally required to undertake pre-employment checks and if an applicant is successful in their application, the Trust will retain on the employment file any relevant information provided, as part of the application process. This will include copies of documents to verify identity, right to work in the UK, medical fitness, and qualifications. Medical information may be used to help the Trust to discharge its obligations as an employer e.g., to that the Trust may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issues.

This documentation will be retained by the Trust for the duration of employment and will be retained for a period of 7 years. The Trust will ensure information is securely disposed, by shredding.

If applicants are unsuccessful, all documentation will be retained for a period of six months and then destroyed by shredding.

#### **The lawful basis on which we process this information**

We collect and use information for the sole purpose of recruitment

#### **Who we share recruitment information with?**

We routinely share information with:

- Staff and schools within the trusts

#### **Why we share school recruitment information**

We do not share information about our recruitment with anyone without consent unless the law and our policies allow us to do so.

## Requesting access to your personal data

Under data protection legislation candidates have the right to request access to information about them that we hold. To make a request for your personal information, contact:

Mrs K Jones – [kim.jones@excalibur.org.uk](mailto:kim.jones@excalibur.org.uk)

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/>

## Contact:

If you would like to discuss anything in this privacy notice, please contact:

- Mrs K Jones – [kim.jones@excalibur.org.uk](mailto:kim.jones@excalibur.org.uk) or Andy Twine Excalibur Academies Trust Data Protection Officer [andrew.twine@excalibur.org.uk](mailto:andrew.twine@excalibur.org.uk)