



PRIVACY POLICY FOR JOB APPLICANTS

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Privacy Notice for Job Applicants

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1. Privacy notice

Under general data protection regulations (GDPR), individuals have a right to be informed about how The Academy of Woodlands 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 for **Job Applicants**

We, The Academy of Woodlands are the 'data controller' for the purposes of data protection law.

You can contact our Data Protection Officer.

2. The personal data we hold

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

- Contact details, contact preferences, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements



- Information about your entitlement to work in the UK.
- Details of relevant references.

The Academy of Woodlands may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

3. Our legal basis for collecting and using this data

The Academy of Woodlands School needs to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

The Academy of Woodlands has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.



4. How we store this data

We securely keep personal information about job applicants as per our internal policies that ensure your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

The information is stored securely in line with the schools GDPR Data Protection Policy.

5. Data sharing

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

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks.

6. Length of time data is kept

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. At the end of the period your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (electronic and paper based) and retained during your employment. You will then be provided with a new privacy policy.

The school does not store personal data indefinitely, data is only stored for as long as it is necessary to complete the task for which it was originally collected and in line with our retention policy.



7. Other rights

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

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of 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:

8. 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 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.

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

9. 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 Miss Kathryn Preston, email address: Dpo.1@aow.uk.com

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

