

Privacy notice for prospective employees

Privacy notice – how the trust uses prospective employees' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number, Teacher Reference number
- Characteristics information – e.g. gender, age, marital status, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references
- Criminal offence information

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance

Under the UK General Data Protection Regulations (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.
- For the purpose of informing the development of recruitment and retention policies, in accordance with the legal basis of public task.
- For the purpose of reviewing our recruitment performance, in accordance with the legal basis of public task.

In addition, concerning any special category data including criminal offence information:

- Processing is necessary for the purpose of carrying out the obligations in the field of employment law as detailed in paragraph 2 (b) of [GDPR - Article 9](#) and set out in condition 1 of [Schedule 1 of the DPA 2018](#).

How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- Qualification and identity checks on attendance at interview
- Characteristics monitoring forms
- Online searches carried out for shortlisted candidates

Data relating to prospective employees is essential for the trust's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the trust's Records Management Policy, which can be found [here](#).

- Records relating to the appointment of new members of staff for unsuccessful candidates are retained from date of appointment of successful candidate, plus six months. Records are then securely disposed of.
- Records relating to the appointment of new members of staff for successful candidates are added to the new member of staff's personnel file and retained until the end of appointment, plus six years. Except in cases of negligence or claims of child abuse, then records are retained for at least 15 years. Records are securely disposed of at the end of the relevant retention period.

For more information about how we securely store your information, download the trust's Cyber Security Policy found at [here](#).

Who do we share your information with and why?

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

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we have about you, please contact the trust's DPO at dpo@aet.cheshire.sch.uk or via our postal address The Aspire Educational trust, c/o Ash Grove Academy, Belgrave Road, Macclesfield, Cheshire SK11 7TF

If you are concerned about the way we are collecting or using your information, please raise your concern with the trust's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated April 2024.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact trust's DPO at dpo@aet.cheshire.sch.uk or via our postal address The Aspire Educational trust, c/o Ash Grove Academy, Belgrave Road, Macclesfield, Cheshire SK11 7TF

If you require further information about how we store and use your personal data, please visit our website, <https://www.aspireeducationaltrust.co.uk/>, or download our Data Protection Policy and Records Management Policy found at [Aspire Educational Trust - Data Protection](#)