



CORINIUM  
EDUCATION  
TRUST

## Privacy Notice for Applicants

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## **1. Introduction**

- 1.1. Information (or 'data') about you is valuable and needs to be protected to ensure it doesn't end up with someone who might exploit their access to your information. You can expect The Corinium Education Trust (the Trust) to protect your data and this document sets out how we do that and what rights you have in respect of the information we hold about you.
- 1.2. This notice applies to job applicants for posts advertised by the Trust.
- 1.3. This notice does not form part of any employment contract or contract to provide services and may be updated from time to time.
- 1.4. Please note your personal data is required to allow the continuation of any application for a job that you make with the Trust.
- 1.5. If you are successful in securing a conditional offer of employment with the Trust certain information, such as that set out below, has to be provided to enable the Trust to enter into a contract of employment with you. If you do not provide this, the Trust may not be able to continue with any offer of employment.

## **2. Why do we need to hold data about you?**

- 2.1. We need the information we hold about you to:
  - Contact you or your named referees should we decide to follow up your application;
  - Record your application, qualifications and experience to ensure you meet the criteria/specification for the role for which you have applied;
  - Use this information and, additionally, any further information you provide during our recruitment process including your answers to questions relevant to the role for which you are applying, outcomes of any tasks or tests you might be asked to do and our interview notes;
  - Review your social media profiles to check information that is publicly available so we may assess your suitability to work with children and young people ('Keeping Children Safe in Education');
  - Understand whether you have a disability so that reasonable adjustments can be considered for the selection process, should you be shortlisted;
  - Produce and monitor diversity statistics.

## **3. What types of information will we require and hold about you?**

- 3.1. The types of information we require and hold about you which we will collect and store (and share with others when required or appropriate) during the recruitment process includes:
  - Personal information (such as name, address and contact details, including email, employee or teacher number) and original ID to confirm your identity;
  - Qualifications (and, where relevant, subjects taught);
  - Notes taken during the recruitment process including your responses to any questions, tasks or tests and our interview notes;
  - Proof of your eligibility to work in the UK;
  - Equal opportunities monitoring information;
  - A strictly confidential 'Disclosure of Criminal Record' form should you be invited to interview;
  - Details of your social media profiles.
- 3.2. If a conditional offer of employment is made you will be asked for further information so that pre-employment checks can be carried out. These must be completed before a final offer is confirmed and you start your employment with the Trust. In addition to the list above (3.1), we will require the following:

- Proof of your qualifications and professional registrations (where applicable to the role) in the form of your original documents so they can be verified and copied to place on your personnel file;
- The completion of an application for an enhanced criminal record check via the Disclosure and Barring Service;
- Details of additional referees should those provided in your original application not cover the last five years, generate a minimum of two references or cover your employment history;
- Completion of a questionnaire about your health to establish your fitness to work and provide us with any advice on arranging reasonable adjustments if required;
- Bank details to enable us to process salary payments;
- Your P45 or P46 to ensure your tax code is correct and, where relevant, your Student Loan information to ensure this is processed correctly;
- Emergency contact details so we know who to contact in case of an emergency at work.

3.3. Applicants are expected to provide accurate information and to disclose all information relevant to their application. You should also note that checks may be made to verify the information provided and safeguard children and may also be used to prevent and/or detect fraud.

3.4. Providing false information will result in your application being rejected, or the withdrawal of any offer of employment, or summary dismissal if you are in post, and possible referral to the police.

#### **4. How will we collect your data, where do we keep it and where and when do we destroy it?**

4.1. Most of the basic information about you is collected from you directly in your initial application for employment within the Trust. We are legally obliged to request most of this information, but some is provided voluntarily and we explain why we are collecting this additional information on the forms we ask applicants to complete.

4.2. At this stage, personal data is only sought from the you as the applicant. No third parties will be contacted to obtain your personal data without your consent and an explanation of why we need that information and what we will do with it at the time.

4.3. Much of the information given to us is transferred to our computerised administration and payroll systems and held securely on our computer network if your application leads to your employment within the Trust. Only colleagues who need to access your information can do so. Any paper records are also held securely.

4.4. We have specific guidelines about how long we retain your information for and you can request a copy of these if you wish. Unless an applicant secures employment within the Trust, all information pertaining to your application will be stored for 6 months then destroyed.

4.5. If you are appointed to a post within the Trust, all personnel records about you will be deleted and paper records disposed of securely 7 years after you leave our employment. During your employment any paper records containing your personal data which are no longer required are shredded. There is a separate Privacy Notice for Employees.

#### **5. Will my data be given to anyone outside of The Corinium Education Trust?**

5.1. In some circumstances we share information about you with other organisations. This is after a conditional offer of employment is made to facilitate pre-employment checks and prepare for your employment within the Trust.

- 5.2. Organisations that we routinely share data at with this stage are:
- HMRC for tax and National Insurance (NI) purposes and statutory benefits such as maternity and sick pay;
  - The Teacher's Pension Scheme and Gloucestershire Local Government Pension Scheme so that your pension record is maintained and you receive the correct pension when you retire;
  - Occupational health providers should you need to be referred to one due to health issues affecting your employment;
  - Our external auditors who may request access to salary information to verify that payments are being made appropriately;
  - The DfE who carry out an annual workforce census so they have a national picture of staff employed in education.

5.3. When we are voluntarily sharing your data with anyone outside the Trust we have to have a legal agreement in place with them which includes them committing to handle your data securely while they need it and to dispose of it securely as soon as they don't need it any longer.

## **6. What if I want to know what data The Corinium Education Trust holds on me or I have concerns about my data?**

6.1. You have a legal right to request access to all the data that we hold about you. This is called a 'subject access request' and requests need to be made in writing to The Corinium Education Trust's Data Controller.

- 6.2. You also have the right to:
- Object to us processing any of your data if it is causing you distress (or is likely to do so);
  - Have any incorrect personal data corrected or destroyed;
  - Prevent us processing your data for the purposes of marketing things to you;
  - Prevent us allowing automated systems to make decisions about you without a human being;
  - Ask us for compensation if we breach any statutory Data Protection regulations.

## **7. Who looks after my data at the Trust?**

7.1. Some colleagues process data about colleagues in their daily work but they can only access data that is necessary for them to do their jobs. All staff within The Corinium Education Trust are aware of their obligations to keep personal data secure and the Trust has a Data Protection Policy which you can request a copy of if you wish to know more.

7.2. The Trust has a Data Controller within each school, who is responsible for overall data protection for that school within The Corinium Education Trust. For Deer Park, this is Richard Clutterbuck, Headteacher, and he should be contacted in the first instance if you have any concerns about how we are processing your data. For the primary schools, please contact the Headteacher in the first instance.

7.3. The Corinium Education Trust also has a Data Protection Officer (DPO) who makes regular checks to ensure we are complying with current data protection legislation and best practice.

7.4. The Corinium Education Trust's DPO is Tessa Rollings, Director of Finance and Operations.

7.5. The Trust is registered with the Information Commissioner's Office (ICO) and if there is a significant data breach (i.e. the accidental or unlawful disclosure, alteration, loss or destruction of your personal data) we have to report this to them and we can be fined.

7.6. If you have any questions or concerns about the way we are collecting or using your personal data please contact the Data Controller named above.

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