

# Privacy Notice for job applicants

**In accordance with Data Protection legislation, individuals have a right to be informed about how the Trust and its schools use any personal data that is held 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, hold, process and share personal data about individuals who are applying for jobs within our Trust. This Notice may be subject to change.**

## Who we are

Pontefract Academies Trust is a 'Data Controller' as defined by Article 4 (7) of General Data Protection Regulations (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Pontefract Academies Trust has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Pontefract Academies Trust is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer  
Veritau Ltd  
County Hall  
Racecourse Lane  
Northallerton  
DL7 8AL

[schoolsDPO@veritau.co.uk](mailto:schoolsDPO@veritau.co.uk)  
01609 53 2526

Any correspondence with the DPO must include the name of our Trust and the name of the school within our Trust if relevant.

## What information we collect

The categories of information that we collect, hold, and process include the following:

- Personal information (such as name, marital status, date of birth, address, national insurance number)
- Recruitment information including copies of right to work documentation, references and other information included in a cover letter as part of the application process.
- Qualifications and employment records, including work history, job titles working hours, training records, teacher number, and professional memberships
- Any information provided by your nominated referees or other relevant information you wish to provide us

We will also process certain 'special category' data about our applicants including:

- Race, ethnicity, sexual orientation and religious beliefs
- Disability and access requirements

## Privacy Notice for job applicants

- Criminal convictions and offences held in the strictest of confidence

### Why do we collect your personal data?

We use this data to:

- Enable us to contact you during the recruitment process
- Enable us to establish relevant experience and qualifications
- To facilitate safe recruitment, as part of our safeguarding obligations towards pupils/students
- To monitor equality of opportunity
- To ensure that appropriate access arrangements can be provided for candidates that require them

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

- To allow us to take the necessary steps prior to potentially entering into a contract with you (such as inviting you to attend an interview for an advertised position)
- To comply with legal obligations placed upon us (such as a legal obligation to check your eligibility to work in the UK)
- To carry out a task in the public interest (such as to comply with the requirements of safer recruitment)

### Who do we obtain your information from?

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To ensure that we comply with data protection legislation, we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

### Who do we share your personal data with?

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

## CCTV

Some of our schools use Closed Circuit Television (CCTV) cameras for the purposes of monitoring our premises and to support any pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from this system are securely stored where only a limited number of authorised persons may have access to them. We may be required to disclose CCTV images to authorised third parties such as the police to assist with crime prevention or at the behest of a court order.

### How long do we keep your personal data for?

Your information is stored in line with the Pontefract Academies Trust Records Management Policy and Procedures.

# Privacy Notice for job applicants

## What rights do you have over your data?

Under GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this obligation;
- To request access to your personal data that we hold and be provided with a copy of it. This is sometimes referred to as a 'Subject Access Request';
- To request that your personal data is amended if inaccurate or incomplete;
- To request that your personal data is erased where there is no compelling reason for its continued processing;
- To request that the processing of your personal data is restricted; and
- To object to your personal data being processed.

## Contact

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the Trust has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow Cheshire  
SK9 5AF  
[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)  
Telephone: 03031 231113 (local rate) or  
Telephone: 01625 545 745 (national rate number)

## Further information

If you would like to discuss anything in this privacy notice, please email [dpo@patrust.org.uk](mailto:dpo@patrust.org.uk)