

Privacy Notice

Job Applicants

Categories of information that we collect, hold and share include:

- personal identifiers such as your name, contact detail, teacher reference number, date of birth and gender
- identification information such as your nationality, residency, driving licence, right to work in the UK
- details of your previous qualifications, employment, references and educational history
- information about medical or health conditions
- equal opportunities monitoring information such as gender, sexuality, religion, nationality, disability
- any safeguarding information you provide on your application
- images taken on CCTV.

Why we collect and use this information

We use your data:

- to carry out our recruitment and selection process
- to comply with safer recruitment practices and other Department of Education statutory guidance
- to assess the equality and diversity of our applicants to fulfil our statutory duties
- to ensure Heart of Mercia Trust is meeting its responsibilities under employment law.

The lawful basis on which we use this information

We collect the following personal data under GDPR Article 6 Legal Obligation and Public Task in order to meet our legal obligations with the ESFA (Education and Skills Funding Agency). Use of this data is also necessary in order for us to carry out our public task to provide education and training.

We collect data about criminal convictions in order to protect vital interests of others under GDPR Article 6 Vital Interest.

We collect special category data, such as ethnicity, to fulfil our statutory duties to the Department for Education in the substantial public interest GDPR Article 9(g) and to comply with the Equality Act 2010 and to offer support where necessary.

Collecting your information

We collect job applicant information via your application, interviews and any further contact. Whilst the majority of job applicant information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice.

As part of our statutory duties of Keep Children Safe in Education we may also obtain information about you from publicly available sources, such as your LinkedIn profile or other media sources.

Storing your data

We hold information about job applicants as follows:

- unsuccessful candidates - destroyed once selection procedure is completed
- shortlisted candidates - information stored for 6 months then destroyed
- successful candidate/s - information is retained for 6 years after their leaving date unless superseded by safeguarding guidelines or law.

Who we share applicants' information with

Your information may be shared internally, this may include other member schools and colleges.

Where Heart of Mercia engages third parties to process personal data on its behalf, we require them to do so on the basis of a written contract, they are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

In the event that there is a safeguarding need identified we may share your information with relevant external agencies.

Why we share applicant information

We do not share information about our applicants 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, applicants can exercise their Data Protection rights. To make a request regarding for personal information, contact the Heart of Mercia Data Protection Officer at dpo@heartofmercia.org.uk

If you have a concern about the way we are collecting or using your personal data, we request 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/>