

PRIVACY NOTICE FOR APPLICANTS

Under data protection law, individuals have a right to be informed about how we use any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about applicants. Education Impact Academy Trust is the data controller of the personal information you provide to us for the purposes of data protection law.

Our Data Protection Officer is Danielle Faragher, dpo@educationimpact.org.uk.

Any changes we may make to our privacy policy in the future will be posted on this page and, where appropriate, notified to you. Please check back frequently to see any updates or changes to our privacy policy.

Last updated: 15/05/2023

OUR CONTACT DETAILS

Name: Education Impact Academy Trust Head Office

Address: Wood End Road, Erdington B24 8BL

THE TYPE OF PERSONAL INFORMATION WE COLLECT

The categories of information that we collect, hold and share during your application process include the following:

Up to and including shortlisting stage	Name, address and contact details Racial or ethnic origin, sex and sexual orientation, religious or similar beliefs Details of your qualifications, training, experience, duties, and employment history Salary details Driving licence (if relevant for role) Membership of professional bodies and interests Information regarding your criminal record Details of your referees Whether you are related to any member of our workforce Details of any support or assistance you may need to assist you at the interview because of a disability A search of your online presence and publicly available social media content of shortlisted candidates to identify any comment, image or other content that could cause reputational damage to the trust and/or give rise to a safeguarding concern
Following shortlisting stage, and prior to	Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time, and

making a final decision	<p>attendance, from references obtained about you from previous employers and/or education providers*</p> <p>Confirmation of your academic and professional qualifications (including seeing a copy of certificates)*</p> <p>Information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity*</p> <p>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information*</p> <p>Medical check to indicate fitness to work*</p> <p>Copy of your driving licence (or other appropriate documentation as listed on the Home Office list)*</p> <p>If you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions)*</p> <p>Equal opportunities’ monitoring data.</p>
-------------------------	---

You are required (by law or to enter a contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

HOW WE GET THE PERSONAL INFORMATION AND WHY WE HAVE IT

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

This is collected and used for the following reasons:

- To assess your suitability for the role you are applying for
- To take steps to enter into a contract with you
- To check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching
- So that we are able to monitor applications for posts in the Academy to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

LAWFUL BASES

We must make sure that information we collect and use is in line with the GDPR and Data Protection Act. This means that we must have a lawful reason to collect the data and that if

we share it with another organisation or individual, we must have a legal basis to do so. The lawful bases we rely on for processing this information are:

LEGAL OBLIGATION: The processing is necessary to comply with the law.

PUBLIC TASK: Collecting the data is necessary to perform tasks that we are required to perform as part of our statutory function.

CONTRACT: The processing is necessary to enter an employment contract.

HOW WE STORE YOUR PERSONAL INFORMATION

We take appropriate measures to ensure that personal data is kept secure, including security measures to prevent personal data from being accidentally lost, or used in an unauthorised way. We limit access to your personal data to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

All confidential information is kept secure either on encrypted, password protected devices or paper copies kept on the site. Once the deadline for retaining information has passed, data stored electronically is deleted and paper copies destroyed.

DATA SHARING

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and HR advisors.

YOUR DATA PROTECTION RIGHTS

Under data protection law, you have rights including:

- Your right to be informed - You have the right to be informed if your personal data is being used. This privacy notice sets out the basis on which any personal data we collect from you, or that you provide to us will be processed by us.
- Your right of access - You have the right to ask us for copies of your personal information.
- Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.
- Your right to object to processing - You have the right to object to the processing of your personal information in certain circumstances.

- Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.
- Your right to prevent automated processing or ask us to explain decisions made by automatic processing - You have a right to prevent automated processing. Automated Processing is when decisions are made about you without people being involved.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at: E-mail: dpo@educationimpact.org.uk: Tel: 0121 809 2489, Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL if you wish to make a request.

The lawful basis for processing does affect which rights are available to you and in certain cases, some rights will not apply:

	Your right to erasure	Your right to data portability	Your right to object to processing
Consent			X - <i>But you can withdraw consent</i>
Contractual obligation			X
Legal obligation	X	X	X
Vital Interests		X	X
To perform a public task	X	X	
Legitimate interests		X	

HOW TO COMPLAIN

If you have any concerns about our use of your personal information, you can make a complaint to us at:

Post: Education Impact Academy Trust Head Office, Wood End Road, Erdington B24 8BL

Tel: 0121 809 2489, E-mail: dpo@educationimpact.org.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Helpline number: 0303 123 1113, ICO website: <https://www.ico.org.uk>