

## PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how we, Reach Academy Feltham, (hereafter the School), use personal data (information) that we collect, hold, store and retain about them.

We comply with this right by providing privacy notices (sometimes referred to as fair processing notices) to individuals, whose personal data we are processing.

This notice explains what personal data the School will hold about individuals applying for a position at the School. This includes individuals applying for positions as a member of staff, (including full time, part time, permanent, fixed term, teaching or support staff), as well as governors, contractors, workers, volunteers and peripatetic staff.

This notice also applies to individuals we contact in order to find out more about those who are applying for a job with us, in particular referees.

This notice includes information about how we collect information from applicants, how we use that information and with whom we may share information about applicants during our recruitment process.

All applicants should read this notice carefully before completing any application form and/or providing us with any information.

We may amend this notice at any time.

### 1. Who is collecting this information

The Reach Academy Feltham (the School) is the data controller.

Its details are as follows:

The Reach Academy Feltham  
53-55 High Street  
Feltham  
TW13 4AB

Company No: 07634106

Data Protection Officer: Judicium Consulting Limited Address: 72 Cannon Street, London, EC4N 6AE Email: [dataservices@judicium.com](mailto:dataservices@judicium.com) Web:

www.judiciumeducation.co.uk Telephone: 0203 326 9174 Lead Contact: Craig Stilwel

## 2. Data Protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy and this Privacy Notice.

## 3. About the information we collect and hold

The tables in the Schedule below summarise the information we collect and hold up to and including all stages of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to the information we collect or to the purposes for which we collect and process it.

## 4. Storing this information and keeping it secure

Information collected during the recruitment process will be held on the School's premises in our filing systems and on our servers. We will not share any of your information with a third party, unless we inform you that we intend to do so.

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

## 5. Retention of this information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. This will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and whether you subsequently are employed by the School, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This period is likely to be for 3 months, but could be up to one year from the date of the outcome of the recruitment process. If there is a clear business reason for keeping recruitment records for longer than this period, we may do so but will first consider whether the records can be anonymised.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, please see our Privacy Notice for Staff.

Further details of how long we keep information can be found in our Retention of Records Policy.

## 6. Your data rights in relation to your personal data

Please contact our Data Protection Officer if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances.

Our Data Protection Officer can also provide you with further information about your data rights, if needed.

## 7. How to complain

We hope that our Data Protection Officer can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

## SCHEDULE: THE INFORMATION WE COLLECT AND HOLD

### Part 1: Up to and including the shortlisting and interview stages

The information we collect	How we collect the information	Why we collect the information	How we use and who may share the information with
Your name and contact details (i.e. address, mobile phone number, email address)	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable HR or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
Details of your education attainment, qualifications (including QTS and GTC number), professional and personal development, experience, employment history (including name and	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if</p>	<p>To make an informed recruitment decision</p> <p>Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.</p>

<p>address of current and previous employer, job titles, salary, main duties, dates of employment and reasons for leaving previous employments)</p>		<p>relevant) to recruit</p>	
<p>Details of your referees (name, address and contact details, job title and relationship to you; confirmation whether we are able to contact them)</p>	<p>From your completed application form</p>	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>To comply with our legal obligations</p>	<p>To carry out a fair recruitment process</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR and the referee</p>
<p>Information regarding your criminal record and whether you are disqualified from working with children and/or included on the Barred List or subject to sanctions imposed by a</p>	<p>From you, in your completed application form</p> <p>NB If you answer yes to these questions, you will be asked to complete a separate form.</p>	<p>To comply with our legal obligations</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p> <p>For further information, see * below</p>

regulatory body		against dishonesty)	
National Insurance Number	From your completed application form	To comply with our legal obligations	To make an informed recruitment decision To carry out statutory checks To comply with legal/regulatory obligations
Your country of residence (and if you have lived abroad for more than 3 months since you were aged 18)	From your completed application form	To comply with our legal obligations	To carry out statutory checks To comply with legal/regulatory obligations
Details of your eligibility to work in the UK, including whether you are a UK citizen and if not, whether you need a Certificate of Sponsorship and/or the basis on which you are eligible to work in the UK	From your completed application form	To comply with our legal obligations  For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision To carry out statutory checks To comply with our legal obligations  Also see our nationality and immigration status and information from related documents, such as your passport or other identification and immigration information section in the table below

<p>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</p>	<p>From you, in a completed anonymised equal opportunities monitoring form</p>	<p>To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)</p>	<p>To comply with our equal opportunities monitoring obligations and to follow our equality and other policies</p> <p>For further information, see * below</p>
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Part 2: Before making a final decision to recruit

<p>The information we collect</p>	<p>How we collect the information</p>	<p>Why we collect the information</p>	<p>How we use and may share the information</p>
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<p><input type="checkbox"/> Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers</p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
<p><input type="checkbox"/> Information regarding your academic and professional qualifications</p>	<p>From you, from your education provider, from the relevant professional body</p>	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>

<p><input type="checkbox"/> Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)</p>	<p>From you and from the Disclosure and Barring Service (DBS)</p>	<p>To perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to verify the criminal records information provided by you</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p> <p>For further information, see * below</p>
<p><input type="checkbox"/> Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>

		employment records	
<input type="checkbox"/> A copy of your driving licence, if relevant to the role applied for	From you	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>To comply with the terms of our insurance</p>	<p>To make an informed recruitment decision</p> <p>To ensure that you have a clean driving licence</p> <p>Information may be shared with our insurer</p>
<input type="checkbox"/> Medical/health information	From you and where necessary and with your consent from your GP	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p>	<p>To make an informed recruitment decision</p> <p>To ensure you are fit to carry out the role you have applied for</p> <p>For further information, see * below</p>

You are required (by law or in order to enter into your 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.

\* Further details on how we handle sensitive personal information (including medical/health information, race, ethnicity, religious beliefs, sex and sexual orientation) and information relating to criminal convictions and offences are set out

in our Data Protection Policy, our Privacy Notice for Staff, our Recruitment and Selection Policy and Procedure and our Policy on the Recruitment of Ex-offenders and security of disclosure information. These policies are available from the HR department.