Privacy notice – Job Applicants

Introduction

When applying for a position in Liverpool Diocesan Schools Trust ("LDST", "our Trust"), as an organisation we are the data controller. That means we have a statutory responsibility to explain how we collect, manage, use, and store information about applicants.

You have a right to be informed about how our Trust uses any personal data that we collect about you. This privacy notice, and our data protection policy, explains our data usage when you apply for a job with us.

To ensure the process is managed fairly, transparently and effectively we use MyNewTerm as our application management portal to support our process of fulfilling vacancies across our Trust.

You can visit their website here: https://mynewterm.com/home.

What information do we collect?

MyNewTerm collects, uses, stores and shares (where appropriate) data which you input into the system. This is then shared with the trust upon receiving your application. For further information on their processes, please see their published privacy notice here: https://mynewterm.com/privacy-policy

This includes but is not restricted to the following personal data:

- name, address and contact details, including email address and telephone number
- copies of right to work documentation
- references
- evidence of qualifications
- information about your current role, level of remuneration, including benefit entitlements
- employment records, including work history, job titles, training records and professional memberships

We may also request and collect, use, store, and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process
- photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools/academies and social services, and the Disclosure and Barring Service in respect of criminal offence data.

We may choose to conduct an online search as part of the application process.

Every school and academy have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

Why we use this data?

LDST needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

We need to process data to ensure that we are complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

LDST has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows our Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

We may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where LDST processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, LDST is obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

LDST will not use your data for any purpose other than the recruitment exercise for which you have applied.

How do we use the data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

LDST will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at the school, we will share your personal information for the above purposes as relevant and necessary with:

- your referees

- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- where relevant and as required for some posts, the Teacher Regulation Authority checks

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Automated Decision Making and Profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Collecting this data

LDST has a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Whenever we seek to collect information from you, we make it clear whether you must provide this information for us to process your application (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- local authorities
- government departments or agencies
- police forces, courts, tribunals

How we store this data

LDST takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We will dispose of your personal data securely when we no longer need it.

We keep applicant data for a period of up to 6 months if an applicant is not successful.

Successful applicants who secure a position then come within the LDST workforce provisions.

Transferring data internationally

We do not share personal information internationally.

Your rights

You have a right to access and obtain a copy of your data on request.

You can:

- require us to change incorrect or incomplete data
- require us to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where we rely on legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the school office or the central team at contactus@ldst.org.uk

Complaints

We take any complaints about our collection and use of personal information seriously.

Our complaints policy deals with the different stages of any complaint, and how this is managed within our Trust. You can also contact school's Data Protection Lead or the Trust Data Protection Officer (dataprotection@ldst.org.uk).

If you believe that LDST has not complied with your data protection rights, you can complain to the Information Commissioner's Office. The details are below.

Report a concern online at https://ico.org.uk/make-a-complaint/

Call: 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the school's Data Protection Lead via the school office.

Each school's Data Protection Lead has day-to-day responsibility for data protection issues in each of our schools.

Review

LDST will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.