MOSAIC SCHOOLS LEARNING TRUST

PRIVACY NOTICE FOR JOB APPLICANTS

All schools in Mosaic Schools Learning Trust are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

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VERSION CONTROL

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Privacy notice for job applicants

1. Introduction

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data we hold 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, store and use personal data about individuals applying for jobs in our Trust.

We, Mosaic Schools Learning Trust (MSLT), based at Towncourt Lane BR5 1EL, are the 'Data Controller' for the purposes of data protection law.

See 'Contact us' below for details of our Data Protection Officer.

Successful candidates should refer to our Privacy Notice for staff for information about how their personal data is collected, stored and used.

www.mosaicschoolslearningtrust.org

2. The personal data we hold

We process data relating to those applying to work in our Trust. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details (name, address, email, telephone)
- Age range, marital status, gender
- Current salary and benefits
- National Insurance number
- DfE teacher number (if applicable)
- Copies of right to work in the UK documentation (passport, birth certificate, driving licence, permits, visas)
- Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
- Referees
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- DBS certificate numbers, dates and any disclosures made
- Relationships (and the nature where applicable) to any members of staff, governors or trustees

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records
- Disability, including any records for reasonable adjustments made throughout the recruitment process

3. Why we collect and use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling the Trust to manage its recruitment process
- Facilitating safer recruitment, as part of our safeguarding obligations towards students
- Ensuring the Trust is complying with its legal obligations in relation to the right to work in the UK
- Ensuring a candidate is suitable for the role
- Entering into an employment contract, should you be successful
- Enabling ethnicity and disability monitoring in accordance with the Equality Act
- Ensuring reasonable adjustments can be made for those applicants who have a disability
- Ensuring a fair recruitment process has taken place
- Enabling us to establish relevant experience and qualifications
- Ensuring that appropriate access arrangements can be provided for candidates that require them

4. Our lawful basis for using this data

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

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

5. Collecting this data

The Trust collects information in a variety of ways, for example, through:

- Application forms, or covering letters
- Your passport or other identity documents, such as your driving licence
- From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
- Forms completed by you as part of the recruitment process
- Correspondence with you
- Interviews, meetings or other assessments as part of the recruitment process

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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

6. How we store this data

We will only retain the data we collect for as long as is necessary to satisfy the purpose for which it has been collected.

If you are successful in being appointed to the role, all personal data collected by the Trust will be processed and transferred to your personnel file.

Ongoing collection and processing of your personal data in relation to your employment with the school is explained in our privacy notice for staff, a copy of which will be provided to you on appointment.

If you are unsuccessful in your application, the Trust will retain your personal information for a period of 6 months after the end of the recruitment process.

7. Who we share data with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- In the event you are successful, the Trust is required, by law, to pass certain information about those engaged by us to specified external bodies, such as the Department for Education (DfE), so that they are able to meet their statutory obligations.
- Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the Senior Leadership Team, Governors, HR (including payroll) and line managers.
- We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.

Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our retention schedule and the processing purposes we state.

8. Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with UK data protection law.

9. Your rights

9.1 How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Trust holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our Data Protection Officer.

9.2 Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

10. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

11. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact our Data Protection Officer: dpo@mslt.org.uk