

## Privacy notice for prospective employees

Multi-academy Trusts have a duty to inform prospective employees of how they process any information about them that is in their control. This is referred to as '**personal data**'.

The Skills for Life Trust do this by providing the prospective employees with a privacy notice. For the purpose of this privacy notice, '**processing**' refers to anything we do with your personal data, including collecting, storing, sharing or securely disposing of it when it is no longer required.

## What categories of personal data are processed?

The categories of personal data that we process include the following:

- **Personal information** – e.g. name, employee or teacher number, National Insurance number
- **Characteristics information** – e.g. gender, age, ethnic group
- **Qualifications** – and where relevant, the subjects taught
- **Recruitment information** – e.g. documentation relating to employment checks, references
- **Enhanced Disclosure and Barring Service (DBS) information**

## Why do we collect and use your personal data?

We collect and use your personal data for the following reasons:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing personal data are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

## How do we collect your personal data?

We collect your personal data via the following methods:

- Application forms
- CVs
- Recruitment agencies
- DBS Check

Whilst most of the personal data you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain personal data to us or if you have a choice.

## How do we store your personal data?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post. We may keep your personal data for up to a year to inform you of any other relevant positions that become available, but only if you consent for us to do so.

We hold your personal data securely for the set amount of time shown in the trust's Records Management Policy and Records Retention Schedule, which can be found [here](#).

For more information about how we keep your personal data safe, please see the trust's Data Security Policy, which can be found [here](#).

## Who do we share your personal data with and why?

We do not share personal data about you with anyone 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 data with:

- Ofsted
- Security organisations
- Professional advisers and consultants

## What are your rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the personal data the school holds about you
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- Have your personal data rectified if it's inaccurate or incomplete
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing
- Seek compensation, either through the ICO or the courts

If you want to request access to the personal data we hold about you, please contact the Skills for Life Trust HR Department via email, [hr@sflt.org.uk](mailto:hr@sflt.org.uk), or by phone on 01634 861596.

For more information about Subject Access Requests, please see the trust's Subject Access Request Procedure, which can be found [here](#).

If you are concerned about the way we are processing your personal data, please raise your concern with the Skills for Life Trust HR Department.

If you are concerned about the way your request relating to access or processing of personal data is being dealt with, please raise your concern with the Trust Data Protection Officer (DPO).

You can also contact the ICO at <https://ico.org.uk/concerns/>.

## How to withdraw consent and lodge complaints

Where the Skills for Life Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Skills for Life Trust HR Department.

## How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the Skills for Life Trust Data Protection Officer:

Mr T Heyes,  
Data Protection Officer,  
Skills for Life Trust,  
157 Waldersalde Road,  
Chatham,  
Kent,  
ME5 0LP

Telephone: 01634 861593

Email: [privacy@sflt.org.uk](mailto:privacy@sflt.org.uk)

If you require further information about how we and/or the DfE store and use your personal data, please visit the [Skills for Life Trust website](#), the [Gov.UK website](#).