



## Job Applicant Privacy Notice

Under data protection law, individuals have a right to be informed about how the Trust/school uses any personal data that 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 explains how we collect, store and use personal data (information) about individuals who apply for positions advertised at Viking Academy Trust.

### Data controller:

Viking Academy Trust

### Data protection officer:

Lisa Blatchford,  
Chief Operations Officer  
coo@vikingacademytrust.com

As part of any recruitment process, Viking Academy Trust collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### What information does Viking Academy Trust collect?

We collect a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Viking Academy Trust collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.



Viking Academy Trust will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## **Why does the organisation process personal data?**

Viking Academy Trust needs to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

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

Viking Academy Trust 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 us 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.

Viking Academy Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Viking Academy Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.

Viking Academy Trust is obliged to seek information about criminal convictions and offences. When we seek this information, it does so because it is necessary for us to comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

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



## Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team and interviewers involved in the recruitment process.

Viking Academy Trust will not share your data with third parties, unless your application has been shortlisted for interviewing. Viking Academy Trust will then share your data with former employers to obtain references for you as part of our safer recruitment checks. For more information about our Safer Recruitment checks, please read the accompanying 'Safer Recruitment Statement'. The information received during these checks may be discussed with you during your interview.

Once a successful offer of employment has been made, we will share your information with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area.

## How do Viking Academy Trust protect data?

The organisation 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.

## For how long do Viking Academy Trust keep data?

If your application for employment is unsuccessful, we will hold your data on file for a period of six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new 'School Workforce' privacy notice.

## Your rights

As a data subject, you have a number of rights. You can:



- Access and obtain a copy of your data on request;
- Require the organisation to change incorrect or incomplete data;
- Require the organisation 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 the organisation is relying on its legitimate interests as the legal ground for processing; and
- Ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Lisa Blatchford via email [coo@vikingacademytrust.com](mailto:coo@vikingacademytrust.com)

If you believe that Viking Academy Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.