

## **Privacy Notice (How We Use Job Applicant Information)**

This Privacy Notice has been adopted by all schools within The Golden Thread Alliance – Culverstone Green Primary School, Fleetdown Primary Academy, Meopham Community Academy, Oakfield Primary Academy, Riverview Infant School, Riverview Junior School, Temple Hill Primary Academy, West Hill Primary Academy and Wrotham Road Primary School.

This Privacy Notice for job applicants explains how we collect, store and use personal data about individuals as part of our recruitment process. It provides a guide to our legal obligations and their own rights. Like any organisation which handles personal data, our Trust is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our Data Protection Officer (DPO) is SchoolPro TLC Ltd (see 'Contact' below).

You can find a copy of the full Job Applicant Privacy Notice on the Trust website.

### **The Categories of Job Applicant Information That We Process Include:**

We collect a range of information about you, this includes:

- Your name, address and contact details, including email address and telephone number.
- Relevant documentation which confirms your identification and proof of address.
- Details of your education, qualifications and training, including membership of professional bodies.
- Information about your current level of remuneration, including benefit entitlements.
- Information about your continuous service in Local Government Employment.
- Details of your skills, experience, current employment and previous employment.
- Details of relationships you may have with current employees within the Trust.
- Relevant information to enable us to undertake safer recruitment in education checks, including details of referees.
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
- Information on any incidents or issues that may have been identified in online checks of publicly available information.

### **Why We Collect and Use Job Applicant Information**

We use job applicant data to:

- Take steps at your request prior to entering into a contract with you
- Enter into a contract with you
- Ensure that we are complying with our legal obligations

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation.

The Golden Thread Alliance will work within the conditions of GDPR – Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

### **Collecting & Storing Job Applicant Information**

We collect this information in a variety of ways such as through application forms or CVs, and we will also collect personal data about you from third parties, such as references supplied by former employers. We will also carry out an online search about you for information that is publicly available online.

We hold data securely in a range of different places for the set amount of time shown in our data retention schedule.

### **Who We Share Job Applicant Information With**

Your information will be shared internally for the purposes of the recruitment exercise. We will also share data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **Requesting Access to Your Personal Data**

Under UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Claire Misy, Chief Operating Officer via email.

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'

- the right to ask us to stop using your information – this is called ‘right to restriction of processing’.
- the ‘right to object to processing’ of your information, in certain circumstances
- rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don’t haven’t the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk).

If you are not happy with the outcome, you may raise a complaint with the Information Commissioner’s Office at <https://ico.org.uk/concerns/>, on 0303 123 1113, or by writing to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **Withdrawal of Consent and the Right to Lodge a Complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting Claire Misy, Chief Operating Officer.

### **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated in May 2025.

### **Contact & Full Privacy Notice**

If you would like to discuss anything in this privacy notice, or view our full Job Applicant Privacy Notice, please contact: Claire Misy, Chief Operating Officer, [claire.misy@golden-thread.org](mailto:claire.misy@golden-thread.org).