



Job Applicant Privacy Notice

As part of any recruitment process, Holbrook Academy collects and processes personal data relating to job applicants. The Academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Who We Are

Under Data Protection legislation, the Academy is a data controller.

The contact details for the Academy are as follows:

Holbrook Academy
Ipswich Road
Holbrook
Ipswich
IP9 2QX

Tel: 01473 328317 Email: office@holbrookacademy.org

Our Data Protection Officer

The Academy's data protection officer is:

Contact details:- Schools Choice – Tel: 01473 260700
Email: data.protection@schoolschoice.org

What Information Does the Academy Collect?

The Academy collects 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, including benefit entitlements;
- whether or not you have a disability for which the Academy needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The Academy may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online checks.

The Academy may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

The Academy will seek information from third parties, by way of references, prior to interview and will inform you that it is doing so.

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 Academy Process Personal Data?

The Academy 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. In some cases, the Academy needs to process data to ensure that it is 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.

The Academy 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 the Academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Academy may also need to process data from job applicants to respond to and defend against legal claims.

The Academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

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

The Academy 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 may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

With the exception of references from former employers which are usually requested prior to interview, the Academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Academy will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Academy will not transfer your data to countries outside the UK.

How Does the Academy Protect Data?

The Academy 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. Further information is set out in the Academy's Information Management Handbook, a copy of which can be obtained from the main office.

For How Long Does the Academy Keep Data?

If your application for employment is unsuccessful, the Academy will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent, 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 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 Academy to change incorrect or incomplete data;
- require the Academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Academy is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Headteacher's PA.

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 the Information Commissioner's Office at <https://ico.org.uk/concerns/>

What If You Do Not Provide Personal Data?

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

Automated decision-making

Recruitment decisions are not based solely on automated decision-making.

Further information

If you would like to discuss anything in this privacy notice, please contact:

Schools Choice – Tel: 01473 260700

Email: data.protection@schoolschoice.org