



Bottisham Village College  
Lode Rd, Cambridge  
CB25 9DL, United Kingdom  
01223 811250  
office@anglianlearning.org  
www.anglianlearning.org

## Privacy Notices – Job Applicants

### Who we are

For the purposes of Data Protection legislation, the Academy Trust is the Data Controller. This means it is in charge of personal data about you.

The postal address of the Trust is:

Bottisham Village College  
Lode Road  
Bottisham  
Cambridge  
CB25 9DL

The role of the Data Protection Officer for the Trust is being undertaken by The ICT Service. Our Data Officer at The ICT Service is Paul Stratford who can be contacted on 01480 373229 or paul.stratford@theictservice.org.uk.

In this policy 'we' and 'us' means the Academy Trust.

### The Categories of information that we process include:

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

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

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
- Disability and access requirements

### How we use your information

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

- 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

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of a legal obligation to which the Trust is subject, for example our legal duty to safeguard pupils.
- The processing is necessary for the performance of our education function which is a function in the public interest.

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

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

### **How we collect job applicant information**

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / academy trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make it clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

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

### **How long we keep your personal information**

Personal data we collect as part of the job applications is stored in line with our data protection policy and Document Retention Policy. When it is no longer required, we will delete in accordance with these policies. These policies are available on the Anglian Learning website:

<https://anglianlearning.org/financial-documents/data-protection/>

### **Data Sharing**

We will not share information about you with third parties without your consent unless the law allows us to.

Where it is legally required, or necessary, we may share personal information about you with:

- Our HR and Payroll providers:  
Education Personnel Management  
St Johns House  
Spitfire Close  
Ermine Business Park  
Huntingdon  
Cambridgeshire  
PE29 6EP  
<https://www.epm.co.uk/contact/>
- Professional advisers and consultants
- Employment and Recruitment Agencies

Our disclosures to third parties are lawful because one of the following reasons applies:



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- The disclosure is necessary for the recruitment process which is in the public interest.
- The disclosure is necessary for the performance of a legal obligation to which the Academy Trust is subject, for example our legal duty to safeguard pupils
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm

### **Transferring data internationally**

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

### **Your rights**

You have the right to:

- Ask for access to your personal information
- Ask for rectification of the information we hold about you
- Ask for the erasure of information about you
- Ask for our processing of your personal information to be restricted
- Data portability
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Director of HR, [koliver@anglianlearning.org](mailto:koliver@anglianlearning.org).

More information about your rights is available in our data protection policy on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

A list of all third parties that we share or that process data on our behalf is also available on the Anglian Learning website.

<https://anglianlearning.org/financial-documents/data-protection/>

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.