Recruitment Privacy Notice

About this privacy notice

The Rivers CofE Multi Academy Trust is required by law to collect and process personal information about individuals who apply to work for us. We are committed to being transparent about how we collect and use this information and to meet our data protection obligations.

This privacy notice provides you with information about how we collect and process personal information of our individuals during the recruitment process in accordance with the UK General Data Protection Regulation (**UK GDPR**) and the Data Protection Act 2018.

This notice applies to individuals who apply for a job vacancy with us. This notice does not form part of any contract of employment or other contract to provide services. We may update this notice at any time but if we do so, we will provide you with an updated copy of this notice as soon as reasonably practical.

Who are we?

We are The Rivers CofE Multi Academy Trust, a multi-academy trust incorporating a number of different schools and academies. Our registered office is Cutnall Green CofE Primary School, School Lane, Cutnall Green, Droitwich, Worcestershire, England, WR9 0PH and our company number is 09199371. This privacy notice has been issued on behalf of The Rivers CofE Multi Academy Trust. When we refer to "we", "us", "our" or "the Trust" within this privacy notice, we are referring to The Rivers CofE Multi Academy Trust. The Rivers CofE Multi Academy Trust, is the 'data controller' for the purposes of data protection law and is registered with the Information Commission

What data do we collect?

We collect and process a wide range of information during the recruitment process. This includes:

Up to and including shortlisting stage

- Personal information such as names, any former names, address, email address, phone numbers).
- National insurance number.
- Details of your qualifications, training, experience, employment history and any other information you provide in your initial application (including job titles, salary, relevant dates and working hours, details of driving licence (if relevant for role), membership of professional bodies and interests and statement of personal qualities).
- Details of your referees.
- Details of any relationships with our workforce.

Following shortlisting stage:

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers.
- A copy of your ID documents.
- A copy of your professional qualifications.
- Information about any checks we are legally required to undertake (for example your teacher status or whether you are subject to a prohibition from teaching order, disqualified from providing childcare or any relevant overseas information).
- Confirmation of whether or not you are known to the police or social services.
- Information discovered following online searches being conducted.
- Details of any other information that is provided to us during the course of the recruitment process.

What sensitive data do we collect?

We may also collect, store and use the following more sensitive types of personal information including:

- Information about your race or ethnicity, religious beliefs, sexual orientation, and political opinions.
- Trade union membership details.
- Information about your health, including any medical conditions and sickness records, details of any medical checks conducted.
- Information about criminal convictions and offences.

How do we collect this information?

The Rivers CofE Multi Academy Trust, may collect this information in a variety of ways. For example, information might be collected through application forms, obtained from your passport or other ID documents, forms completed by you at the start of or during your employment (such as benefit nomination forms), from correspondence with you, through interviews, meetings or assessments.

The Trust may also collect information about you from third parties, such as from references from your former employers, information from employment background check providers such as the Disclosure and Barring Service (DBS), information from publicly available social media accounts, information from credit reference agencies and information from criminal records checks permitted by law.

Why do we collect and use this information?

We have set out below a description of all the ways we plan to use workforce information, and which of the legal bases we rely on to do so. We may process workforce information for more than one lawful basis depending on the specific purpose for which we are using your information.

Purpose/Activity	Type of Information	Lawful Basis for Processing Information
To assess your suitability for the role you are applying for	All the information listed above in 'What data do we collect'.	Necessary to comply with our legal obligations Performance of a contract
To make a decision about your recruitment or appointment	All the information listed above in 'What data do we collect'.	Necessary to comply with our legal obligations Performance of a contract
To determine the terms on which you work for us	All the information listed above in 'What data do we collect'.	Performance of a contract
To ensure you are legally entitled to work in the UK	Contact details and personal details Recruitment information ID documents	Necessary to comply with our legal obligations
To ensure you are not prohibited from teaching or providing childcare	All the information listed above in 'What data do we collect'.	Necessary to comply with our legal obligations
To conduct data analytics studies to review and better understand our recruitment needs	Contact details and personal details Recruitment information	Necessary for our legitimate interests to better understand our workforce

Why do we collect and process sensitive information?

We have set out below a description of all the ways we plan to use more sensitive "special category data" during the course of the recruitment process, and which of the legal bases we rely on to do so. We may process recruitment information for more than one lawful ground depending on the specific purpose for which we are using your information.

Purpose/Activity	Type of Information	Lawful Basis for Processing Information
To ascertain your fitness to work	Contact details and personal details Health and medical information	Necessary to comply with our legal obligations Schedule 1, Part 1, (1) Data Protection Act 2018 – Employment Purposes
To make reasonable adjustments	Contact details and personal details Health and medical information	Necessary to comply with our legal obligations Schedule 1, Part 1, (1) Data Protection Act 2018 – Employment Purposes
To ensure your suitability for work	Contact details and personal details Health and medical information Criminal offence and conviction data Nationality and immigration status	Necessary to comply with our legal obligations Schedule 1, Part 1, (1) Data Protection Act 2018 – Employment Purposes
To ensure meaningful equal opportunities monitoring and reporting	Information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation	Necessary for the performance of a task in the public interest Schedule 1, Part 2, (8), Data Protection Act 2018 – Equality of opportunity or treatment

Storing personal information

We keep workforce information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting or reporting requirements. Details of retention periods for different aspects of personal information are set out in our Records Management Schedule and are available upon request. After this period, we will securely destroy or anonymise personal information in accordance with data protection law.

Who do we share information with?

We routinely share workforce information with:

- Our professional advisors such as legal and HR advisors

- Recruitment agencies we engage
- Medical check providers
- Your nominated referees
- Third party reference providers, such as DBS, National College of Teaching and Leadership Teachers Services
- Other third parties we may engage the services of for the purposes of providing a public task or the administration of the Trust, for example our safeguarding monitoring software, our management information system provider
- Other third parties to whom we may choose to transfer or merge parts of the Trust or our assets. Alternatively, we may seek to acquire other trusts, schools or academies or merge with them. If a change happens to the Trust then the new management team may use your personal information in the same way as set out in the privacy notice.

This list is not exhaustive as there are other circumstances where we may also be required to share information, for example:

- To comply with our legal obligations.
- In connection with legal proceedings (or where we are instructed to do so by Court order).

International Transfers of Personal Data

Your personal information may be transferred outside the UK and the European Economic Area (‘**EEA’**), including to the United States. Where information is transferred outside the UK or EEA to a country that is not designated as “adequate” in relation to data protection law, the information is adequately protected by conducting a transfer risk assessment to ensure that security measures and other appropriate safeguards are in place to protect your information. For more information on international transfers please contact us at the details below.

Your rights

Data protection law gives you certain rights about how your information is collected and used. To make a request for your personal information, please contact our Data Protection Officer by emailing dpo@riverscofe.co.uk .

Under data protection law, you also have the following rights:

- the right to be informed about the collection and use of your personal information – this is called ’right to be informed’.
- the right to ask us for copies of your personal information we have about you – this is called ’right of access’, this is also known as a subject access request (SAR), 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 Commission 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 have the right to object, but you have the right to withdraw consent.

Withdrawal of consent

Where we are processing your personal information 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 information, please let us know by contacting our Data Protection Officer by emailing [INSERT].

Complaints

If you have any questions about this privacy notice or the way in which we use your personal information, please contact our Data Protection Officer by dpo@riverscofe.co.uk .