

East Midlands Academy Trust (the Trust) is the data controller for all information gathered about job applicants within its Academies and ancillary functions.

In this document the Trust

Job applicants

Successful applicants should refer to our privacy notice for staff for information about how their personal data is stored and collected.

of rules called the General Data Protection Regulation (GDPR) and the Data Protection Act (2018).

This document tells you more about:

The information we collect
What we use the information for
How your information is stored and how long we keep it
What rights you have to the information

## What Information do we collect and use about job applicants?

We collect many different categories of information, for example:

Personal details
Contact details
Proof of your right to work in the UK
Information entered on the application form
CV
Qualifications

Details of your empl 108.02 305keep it

East Midlands Academy Trust is a company limited by guarantee registered in England & Wales No. 08149829

Orchard Academy, Shepherdswell Academy, Castle Academy, Hardingstone Academy, Stimpson Avenue Academy,

Prince William School and Northampton International Academy are all business names of the East Midlands Academy Trust.



## Why we collect and use this information

We use the information for some, or all, of the, reasons below;

To enable you to work for us

To support you in teaching and learning

To maintain a safe environment for our pupils

To provide appropriate pastoral care for our students

To ensure your health and safety

To take steps to enter into a contract with you

To comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation)

The legal basis for using this information





## The right to be informed:

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have:

The right of access to your personal data



Schools are also required to have someone called a Data Protection Officer or DPO. The DPO advises the school about issues to do with data protection, but can also help you, if you have a problem. Our Data Protection Officer is:

Name of DPO: GDPR Sentry Limited

email address: <a href="mailto:support@gdprsentry.com">support@gdprsentry.com</a>

Contact number: 0113 804 2035 Contact address: Unit 434 Birch Park,

Thorp Arch Estate,

Wetherby, West Yorkshire,

LS23 7FG

If you have any questions about this privacy notice please contact the data protection administrator or the Data Protection Officer.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information <a href="https://ico.org.uk/concerns/">https://ico.org.uk/concerns/</a> or call 0303 123 1113.