



Privacy Notice - Recruitment

Who processes your information?

Accord Multi Academy Trust (the 'Trust') is the Data Controller of the personal information that you provide. This means it determines the purposes for which, and the manner in which, any personal data relating to those seeking employment or volunteering opportunities with the Trust is to be processed.

The Chief Operating Officer is our Data Protection Officer (DPO). The DPO's role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this privacy notice, please contact dataprotection@accordmat.org.

Why do we need your information?

Accord Multi Academy Trust has a legal requirement to collect and process personal data relating to those we are considering for employment. This includes those seeking both paid and unpaid voluntary roles.

We process personal data in order to meet safeguarding requirements set out in UK employment and childcare law.

The personal data of those seeking employment or volunteering within the Trust is also processed to help us recruit the right person for the role we have advertised. Personal information is also used for the following reasons:

- Employment checks (e.g. right to work in the UK and safeguarding checks);
- Development of recruitment policies;
- To enable equalities monitoring and to ensure that reasonable adjustments are made if required;
- To answer any queries applicants might have during the recruitment and onboarding process;
- To comply with the law regarding data sharing.

Information that we collect, process, hold and share include:

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Personal information (e.g. name, address, employee or teacher number, email address, phone number, national insurance number);
- Characteristics (e.g. race, gender);
- Special categories of data (e.g. ethnicity);
- Work history (e.g. previous employers, job roles);
- Reference information;
- Performance, attendance and disciplinary information;
- Financial information (e.g. current/previous salary information, tax code, student loan information);
- Education and qualifications;

- Training records and professional memberships;
- Proof of right to work (e.g. copies of personal identification documentation);
- Criminal record checks;
- Results of pre-employment screening checks (e.g. DBS checks, pre-employment medical checks, references);
- Health information (e.g. details of medical conditions and previous employment sickness absence records);
- Contract and payroll set-up information;
- Preferred method of contacts;
- Career/role preferences.

The lawful basis on which we use this information

- Article 6 1(a) of the UK GDPR which allows processing if the data subject has given consent to the processing of their personal data for one or more specific purposes;
- Article 6 1(b) of the UK GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the UK GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the UK GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the UK GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the UK GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the UK GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest.

Collecting recruitment information

Whilst the majority of the information that you provide to us is mandatory, some of it may be provided on a voluntary basis to undertake our recruitment process. In order to comply with data protection legislation, we will inform you when your consent is required. Personal data may be obtained and processed from third parties where the law requires us to do so e.g., criminal records checks.

Strong recruitment information

Personal data is stored in line with our Data Protection Policy. In accordance with data protection legislation, it is only retained for as long as is necessary to fulfil the purposes for which it was obtained, and not kept indefinitely. The Trust Data Retention Policy is available upon request from dataprotection@accordmat.org.

If your application for employment is unsuccessful, we will hold your data for six months from the date of appointment of the successful candidate unless we have your consent to hold the data for longer. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee HR personnel file and retained during your employment.

Data transferred outside the UK

Processors that we use may transfer, and hold, personal data outside of the UK. We will ensure that organisations who process personal data on our behalf only transfer data to countries that the UK deems as having an adequate level of protection. In the case of transfers to countries that are not deemed to have an adequate level of protection, we will ensure that organisations processing personal data on our behalf use the appropriate safeguards described in the UK GDPR. If a

processor is not completing international transfers in line with the UK GDPR, we will terminate our contract/subscription.

Who we share information with

Your information will be shared internally for the purposes of the recruitment exercise. We do not share information about those seeking employment without consent unless the law and our policies allow us to do so. We share information with the following:

- Disclosure and Barring Service (DBS);
- Occupational health and wellbeing providers;
- Recruitment External Service Providers and Suppliers (e.g. to enable an organisation to provide the service we have contracted them for) where applicable.

What are your rights?

As the data subject, you have specific rights in relation to the processing of your data. You have a legal right to:

- Request access to the personal data that the Trust holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests must be submitted to the DPO on the contact details provided below.

Where the processing of your data is based on your explicit consent, you have the right to withdraw your consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

Concerns

If you have any concerns about how we are using your personal data, then we ask that you contact our Data Protection Officer in the first instance, via dataprotection@accordmat.org.

Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>.

Contact

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

dataprotection@accordmat.org.