

## **Privacy Notice for Applicants**

This Privacy Notice explains the reasons why the Academy collects and processes personal information from job applicants.

**Data controller:** The Skinners' Academy ("The Academy"), a Company Limited by Guarantee (company number 6543682) and a Registered Charity (number 1124968) of Woodberry Grove, London N4 1SY.

**Person responsible for data processing compliance:** SPS DPO Services, SPS SPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT

As part of any recruitment process, The 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 in meeting its data protection obligations. The data will be used to decide whether to employ you, to check you have right to work in the UK, and to determine what salary and other terms to offer.

### **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;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

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

The Academy may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background checks and information from criminal records checks. The Academy will seek information from third parties only once a job offer to you has been made 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 also needs 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 will process health information about whether or not applicants are disabled to ascertain if it needs to make reasonable adjustments to the recruitment process. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Academy processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, this is for equal opportunities monitoring purposes.

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.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes the recruitment panel.

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 outside the European Economic Area.

### **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.

### **For how long does the Academy keep data?**

If your application for employment is unsuccessful, the Academy will hold your data on file for more than six months after the end of the relevant recruitment process for consideration for future employment opportunities. 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, plus seven years following the end of your employment. This includes your criminal records declaration, fitness to work, records of any security checks and references.

### **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 SPS DPO Services, iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT or [sps-dpo-services@isystemsintegration.com](mailto:sps-dpo-services@isystemsintegration.com)

If you believe that the Academy has not complied with your data protection rights, you can complain to the Information Commissioner. Contact details can be found on the website: [www.ico.org.uk](http://www.ico.org.uk).

**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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

**Automated decision-making**

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