



## RECRUITMENT PRIVACY NOTICE

This is a Category 1 Policy (Full Delegation)

This policy is in force until further notice from:	Summer 2024
This policy must be reviewed by no later than*: <i>*This refers to the term in which the Policy must be reviewed by the appropriate Committee for recommendation to the Board.</i>	Autumn 2024
Policy Author(s):	Shamita Kumar & Hollie Jones
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Date Policy approved by the Trust Board and Minute reference	23 July 2024 (Minute reference 116)
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# RECRUITMENT PRIVACY NOTICE

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## 1. Introduction

- 1.1 Under data protection law, individuals have a right to be informed about how Avanti Schools Trust (“the Trust”) and its academies use any personal data that is held about them. The Trust comply with this right by providing Privacy Notices to individuals where their personal data is being processed.
- 1.2 The Trust take great care in ensuring a safe and secure application and recruitment experience. The information you submit to the Trust via their website, Eploy Recruitment, social media channels, or third-party job platforms, is for the sole purpose of employment opportunities with Avanti Schools Trust and is only used for the purposes set out in this notice.

## 2. Document Purpose

- 2.1 The purpose of this Privacy Notice is to explain how the Trust collects, stores and uses personal data about individuals who are applying to work at their academies and in their central office. This applies to permanent, fixed term, temporary and voluntary positions.
- 2.2 Performance objectives set under any annual appraisal may also count as informal action for the purposes of this policy.

## 3. Definition

- 3.1 An applicant is deemed to be an individual seeking employment who may register interest in employment opportunities or complete the relevant form(s) as part of the recruitment process. Applicants are required to complete mandatory requests for information as part of this process and will remain an applicant until the contractual commencement of employment.

## 4. Data Controller and Processors

- 4.1 The Trust is the Data Controller for the purposes of data protection law and therefore will determine the purposes for which personal data is processed (the ‘why’ and the ‘how’). Their academies and authorised third parties, such as Eploy, process and ‘use’ data on behalf (under supervision/control) of the Trust and are therefore Data Processors. The Trust’s postal address is:

Avanti Schools Trust  
Wemborough Road  
Stanmore  
HA7 2EQ

- 4.2 The Trust will ensure that personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than necessary.

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### 5. Categories of Personal Data Held

- 5.1 The Trust process data relating to those they employ, or otherwise engage, to work at their academies and central office. The nature of the personal data they collect depends on the position being applied for and the stage of recruitment process applicants reach. Personal data that may be collected, used, stored and shared (when appropriate) about applicants includes but is not limited to:
- a. **Personal information**, including name, contact details, date of birth, email address and other personally identifiable data which is required in order to process job applications.
  - b. **Characteristics**, such as race, ethnicity, nationality and sexual orientation.
  - c. **Financial information**, such as National Insurance number and bank details.
  - d. **Recruitment information**, including copies of right-to-work documentation, references and other information included in a curriculum vitae (CV) or cover letter as part of the application process.
  - e. **Qualifications and employment records**, including work history, job titles, working hours, training and records and professional memberships.
  - f. **Health**, including any medical conditions and sickness records.
  - g. **Online information**, that is in the public domain and where applicants can be identified using current legal names, any previous names, or any other names that may have been had, such as abbreviated or preferred first names.

### 6. Why this Data is Used

- 6.1 The purpose of processing this data is for the Trust and its academies recruit the right person for the role that has been advertised. The personal information is used for various reasons, including:
- a. Matching applicant details with job vacancies in order to find the position most suitable for candidates.
  - b. Facilitating safer recruitment as a part of safeguarding obligations towards children and young people. This includes online checks to review applicant's public online presence to identify any content which would bring into question suitability to work with children.
  - c. Facilitating right-to-work checks.
  - d. Informing recruitment and retention policies.
  - e. Enabling ethnicity and disability monitoring.
  - f. Fulfilling contractual obligations with any third parties.
  - g. Answering any enquiries applicants may have during the recruitment process.
  - h. Evaluating, assessing and background screenings as part of the onboarding process and pre-employment checks.
  - i. Informing applicants of direct-market jobs and employment services and advising applicants of news, Trust updates, events, reports and other information. It is possible to unsubscribe from these communications.

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### 7. The Lawful Basis for Using this Data

- 7.1 Personal information about applicants is only collected and used when allowed by law. Most commonly, it is used to:
- a. Fulfil a contract entered into with applicants.
  - b. Comply with legal obligations in the field of employment, social security and social protection law.
  - c. Complete due diligence for pre-employment checks conducted as part of an offer of employment. This is in line with the recommendation in Keeping Children Safe in Education (KCSIE) 2023.
- 7.2 Personal information may also be used where consent has been given to use it in a certain way, e.g. pre-employment screening, safeguarding checks, reference requests, remarketing, and so on.
- 7.3 Consent that has been given to use data can be withdrawn at any time. This will be made clear when your consent is first requested with guidance on how to withdraw consent if desired.

### 8. Collecting Information

- 8.1 The personal information collected about applicants comes primarily from applications, forms and other materials submitted to the Trust in the course of job opportunities and application processes.
- 8.2 Whenever information is sought, it will be made clear what is mandatory (and the possible consequences of being incompliant) and what is optional in submitting. Failure to provide some of the requested information may result in an inability to complete recruitment and pre-employment checks correctly and as thoroughly as required.
- 8.3 To ensure all information held about applicants is accurate, complete and up to date, it is requested that the relevant person at the Trust is notified of any changes to personal information.

### 9. How Data is Stored

- 9.1 Applicant data is stored via a third party Data Processor who facilitates the recording and storing of data collected during the application process. The Trust remains the Data Controller at all times. Our Data Processor is registered with the Information Commissioner's Office with registration number **ZA248720**. As a hosted solution handling personal data, it complies with the UK and EU data protection laws.
- 9.2 Personal data will not be retained by the Trust for longer than is necessary in relation to the purpose for which it was collected. Once a candidate's application has ended,

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personal application data will be retained in accordance of the Trust's Records Retention Policy.

### 10. Data Sharing

- 10.1 No personal information about any applicants will be shared with any third party without consent unless the law and Trust policies authorise it.
- 10.2 Instances in which personal information of applicants may be shared with trusted external service providers (third parties) are:
  - a. Providing services such as references, qualification checks, criminal reference checking services (Enhanced DBS checks as required), verification of details provided from third party services, psychometric evaluations or skills tests.
  - b. Functions such as professional advice, testing and development work on technology systems and website, e-mail marketing, CV database searching and social media networking.
- 10.3 All third party service providers are carefully selected, meet high data protection and security standards and are bound by contract to keep any information shared with them confidential. Personal data is only shared when necessary for the services they provide and it will only be processed in accordance to the instructions given by the Trust.
- 10.4 Applicant data will never be rented out or sold to any third party for their own marketing purposes. Applicant data will only ever be disclosed to third party companies with express consent of the applicant when there is a legal requirement to do so.
- 10.5 As part of the recruitment process, personal information (including sensitive information) may be shared with one or more of the Trust academies in order to identify suitable jobs. This could also include a school which is in the process of becoming an academy under Avanti Schools Trust. In these situations, information is only shared with select persons of said school/academies and their advisors.
- 10.6 Personal information may also be released to regulatory or law enforcement agencies if there is a requirement to do so.

### 11. Curriculum Vitae (CV)

- 11.1 As part of the Trust's job application process, there is the option of submitting a CV via the Trust website or to a member of the resourcing team. CVs will only be considered as a supporting document in an application for a specific job, or for consideration by the resourcing team for positions that are yet to arise. CVs will be stored in the application system and will be accessible only by the Trust HR team, or selected individuals within our academies across the Trust.

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- 11.2 CVs can be updated at any time simply by following the same procedure to submit a new application. Old CVs will be automatically archived providing the submission details remain the same, e.g. both CVs are submitted using the same email address or the resourcing team is informed of the new submission. CVs will be deleted in accordance with the Trust Records Retention Policy.

### 12. Access to the Personal Information Held

- 12.1 Under data protection laws, individuals have a right to ask the Trust for a copy of the information held on themselves. As part of this process, individuals may be asked to verify their identity and more specific information about the request. Requests may be refused if legally permitted but an explanation will be given as to why.
- 12.2 Other rights individuals have with regards to how their personal data is used and kept safe include:
- a. Objecting to the use of personal data if it would cause, or is causing, damage or distress.
  - b. Preventing data being used to send direct marketing.
  - c. Objecting to the use of personal data for decisions being taken by automated means (by a computer or machine rather than by a person).
  - d. Having inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- 12.3 To exercise any of these rights, please contact the Trust's Data Protection Officer on [dpo@avanti.org.uk](mailto:dpo@avanti.org.uk).

### 13. Complaints

- 13.1 Any complaints about the collection and use of personal information are taken very seriously. Any individuals that feel the collection and use of personal information is unfair, misleading, inappropriate or have any other concern about the Trust's data processing are welcome to raise this with the Data Protection Officer in the first instance on [dpo@avanti.org.uk](mailto:dpo@avanti.org.uk).
- 13.2 Alternatively, concerns can be raised to the Information Commissioner's Office via:
- a. Website: <https://ico.org.uk/concerns>;
  - b. Telephone: 0303 123 1113; or,
  - c. Writing:  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

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### 14. Contact Details

- 14.1 For more information on anything mentioned in this Privacy Notice, please contact our Data Protection Officer on [dpo@avanti.org.uk](mailto:dpo@avanti.org.uk).