The LETTA Trust

Privacy Notice for Applicants

We are committed to protecting your personal information and to being transparent about what information we hold. The school understands its obligations to you to help you understand how and why we process your personal data.

By applying for a job with us, we collect and process your personal data relating to your job application.

Which data is collected?

As part of your application we collection a range of information which includes:

- your name, address and contact details, including you email address and telephone number;
- details of your qualifications, employment history, skills and experience
- information on any unspent criminal convictions
- information on your gender, ethnicity, sexual orientation and religion to support our equal opportunities monitoring;
- information about your entitlement to work in the UK;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during this process and;
- post a job offer occupational health information

How do we collect your information?

We collect this information in a variety of ways. For example, it will be contained in application forms, CV, obtained from your passport or other identity documents, or collected during the interview process.

We may also collect personal data about you from third parties, such as references from former employers. We will only seek information from third parties once a job offer to you has been made unless you confirm you are happy for us to do so in advance and will inform you that we are doing so.

Why are we processing your personal data?

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide who to appoint to a vacancy.

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you. We also need to process your data to ensure that we are complying with our legal obligations by checking your eligibility to work in the UK prior to employment.

Additionally, we have a legitimate interest in processing your personal data during the recruitment process and for keeping records relating to this process.
The school may process special categories of data, such as information about ethnic origin, sexual orientation or religious beliefs, to monitor equal opportunities in our recruitment. Where we are processing this data, we will ask for your explicit consent.

We may also collect information about whether or not you have a rare disability to ensure that we can make reasonable adjustments for you during the process. We process such information to carry out our obligations and exercise specific rights in relation to employment.

Post the offer of a job with us we will ask for occupational health information to ensure that we are fulfilling our obligations to you.

If you do not provide the information that we require during our application process then we may not be able to process your application properly or at all.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This may include staff responsible for the HR process, the recruiting manager and Head Teacher and interviewers and staff involved in the recruitment process.

We will not share your data with any third parties unless you are successful in your application for employment and we make you an offer of employment. We will then share your data with your former employers to obtain the necessary references for you unless you have approved us doing so in advance. We will let you know when we are doing this. We may also contact professional bodies to confirm your registration where applicable.

As part of our pre-employment checks post an offer of employment we ask you to complete a pre-employment health questionnaire. This is to enable us to assess any needs you may have and is part of our commitment to you. If required we will share your contact details with our occupational health provider who will contact you to discuss your needs. They will only use your data for this purpose and will treat it confidentially.

How long will we keep your data?

If your application for employment is unsuccessful we will keep your data on file for six months following the end of the recruitment process. At the end of this period we will delete your data.

If your application is successful, personal data gathered during the recruitment process will be transferred to your Personnel file and retained for the duration of your employment and will be covered under our privacy notice for staff.

If you have a concern about the way the school is collecting or using your personal data, you can raise a concern with the school's Data Protection Officer at ***dpo@letta.org.uk***

If you remain unhappy you can contact the Information Commissioner's Office (ICO) to raise a complaint:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

The ICO can be contacted on 0303 123 1113, Monday-Friday 9am-5pm.

Where can you find out more information?

The School's Data Protection Officer can be contacted at:
dpo@letta.org.uk