



## **Windsor Academy Trust**

How we use your Information  
Privacy Notice for Job Applicants

### **Job Applicant Privacy Notice - Key Information**

This notice contains the key information about **how** and **why** Windsor Academy Trust (WAT) collects your personal information and **what** we do with that information.

The Academy is part of the Windsor Academy Trust (WAT). WAT operates the Academy and is ultimately responsible for how the Academy handles your personal information. As part of any recruitment process WAT collects and processes personal data relating to job applicants.

We strongly recommend reading the full version of our Staff Privacy Notice which is published on the WAT website and can be found here [Staff Full Privacy Notice](#). You can also obtain a copy of the full privacy notice by contacting the Academy's Data Protection Lead on 01384 296596. The full version includes additional points, such as, the rights you have in your information, including what decisions you can make about your information, for how long the WAT retains your personal information and our legal grounds for using your personal information.

### **What information do we collect?**

WAT 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 organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

WAT 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.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties, for example references supplied by former employers.

Data will be stored in a range of different places, including on your personnel file, in HR management systems and on other IT systems (including email).

### **Why does WAT process personal data?**

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.

In some cases, we need to process data to ensure that we are complying with its legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

WAT 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 us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

WAT may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information

about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise specific rights in relation to employment.

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

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and administration team, interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and employment background check providers to obtain necessary background checks.

#### **How does WAT protect data?**

We take the security of your data seriously. We have 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 WAT keep data?**

If your application for employment is unsuccessful, WAT will hold your data on file for 6 (six) months after the end of the relevant recruitment process. 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 (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

#### **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 organisation to change incorrect or incomplete data;
- require the organisation 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 WAT is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Academy's Data Protection Lead, Mr. Lane, on 01384 296596

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

#### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to WAT during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.