



## **Recruitment Privacy Notice**

### **The Lionheart Academies Trust**

#### **1.0 Overview**

- 1.1 This Notice explains how we will collect and use your personal data.
- 1.2 The Lionheart Academies Trust is the data controller for personal data that we process about you.
- 1.3 Throughout this Notice, "School" "we", "our", "us" and "Trust" refers to all schools in the Lionheart Academies Trust. "you" and "your" refers to those who apply to any position within any of the schools in The Lionheart Academies Trust.
- 1.4 We shall process your personal data in accordance with the Data Protection Act 2018 (General Data Protection Regulations 2018 or GDPR for short).
- 1.5 If there is anything you are unclear about, please contact our Data Protection Officer, who shall be happy to answer any queries you may have concerning this Notice or the way in which we processes your personal data.

The Data Protection Officer's contact details are provided at the end of this Notice.

#### **2.0 What applicant information do we process?**

- 2.1 As part of your application to join any school in the Trust, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their 'personal data'. We may collect, hold, share and otherwise use the following information about you during your applicant process.

*Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);

- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving license (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

*Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*
- a copy of your driving license (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the Teaching Regulation Agency (“TRA”) about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data;
- Biometric data such as your photographic on a visitors pass when attending an interview, and/or your image may be captured on any form of our CCTV system when visiting any of our schools.

2.2 You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

- 2.3 If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice (Staff Privacy Notice) in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.
- 2.4 Special categories of data including gender, age, ethnic group, sex or sexual orientation, religious or similar beliefs, political opinions, trade union membership, information about health, genetic information and biometric data (photographs on your passport or driving license) are captured during the application process. These types of personal data are subject to additional requirements and these are noted in section 4.
- 2.5 We might also need to continue to hold an applicant's personal data for a period of time after the recruitment process, even if you are unsuccessful. This will be for applicant tracking and equal opportunities monitoring.

### **3.0 Where does the Trust get your personal data from?**

- 3.1 We obtain personal data about you from the following sources:
- from you when you provide your personal details during the application process for any position within the Trust;
  - from a previous employer when references are provided to us;
  - from your education provider or relevant professional body;
  - from third parties or public authorities when carrying out pre-employment checks such as your fitness to work, your right to work in the UK and criminal records checks.
- 3.2 When we obtain personal data about you from third party sources, we will look to ensure that the third party has lawful authority to provide us with your personal data.

### **4.0 The purposes for which we process your personal data and the lawful basis for that processing**

- 4.1 We process your personal data for the administration of your application for employment within the Trust.
- 4.2 This section contains information about the legal bases that we rely on when handling your information. We use a number of lawful bases when processing your data. We have included examples below to help explain the terms. The examples are not exhaustive.

#### *Legal obligation under article 6(1)(C) of the Data Protection Act 2018*

For example:

- we have to make sure that you have the right to work in the UK and will process sensitive categories of data in order to do these checks;
- we have to make sure you have the correct qualifications to undertake the role;
- we have to fulfil our safeguarding duties towards pupils. This includes pre-employment checks (some of which may use your biometric data);
- for equal opportunity monitoring we need to gather information on sensitive data such as ethnicity, gender, age etc.

*Vital interests' under article 6(1)(D) of the Data Protection Act 2018*

For example:

- We process your next of kin contact information in an emergency when it is in your best interests for us to do so.

*Public interest under article 6(1)(E) of the Data Protection Act 2018*

For example:

- Looking after your welfare and development and the welfare and development of others. This includes equal opportunities monitoring;
- Safeguarding and promoting the welfare of our pupils. This includes use of your biometric data in pre-employment checks;
- We use CCTV and surveillance technology for the safeguarding of our pupils by monitoring external visitors when visiting our schools;
- Providing pupils with an education and ensuring we have suitable workforce;
- Ensuring the security of the Trust's sites and data which involves processing photographic ID and the use of CCTV and surveillance technology (biometric data);
- Facilitating the efficient operation of the Trust.

*Legitimate Interest under article 6(1)(F) of the Data Protection Act 2018*

For example:

- To support the smooth running of the school and the effective development and deployment of staff;
- To respond to any reasonable adjustments you may need to attend an interview, i.e. access arrangement.

## **5.0 Who might we share your data with?**

5.1 The Trust will occasionally share your personal data with third parties. For example it may share some of your data with the local authority or other government bodies, such as the NHS, the Police or Department of Education.

5.2 The Trust may also share your data with other professional bodies for legal reasons such as the emergency services.

5.3 The Trust may share your data with Recruitment and Employment Agencies where you have applied via a third party.

## **6.0 Your rights as a data subject**

6.1 We thought it would be helpful to set out your rights under the Data Protection Act 2018. You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;

- have your data erased once we no longer have a legal basis for holding it;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic format; and  object to certain processing of your personal data by us.

6.2 If an individual wants to exercise any of these rights then they should contact the appropriate individual named below. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request then the individual will be notified of the reasons why in writing.

6.3 Please see <https://ico.org.uk/> for further information on the above rights. You may also contact the trust's Data Protection Officer for further information.

## 7.0 Further Information

7.1 If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer:

Lionheart Academies Trust,  
C/O Beauchamp College,  
Ridge Way,  
Oadby  
LE2 5TP

Telephone: 0116 2729148

E-mail: [DPO@lionhearttrust.org.uk](mailto:DPO@lionhearttrust.org.uk)

7.2 Our data controller registration number provided by the Information Commissioner's Office is: **ZA075721**