



Job Applicant Privacy Notice

As part of any recruitment process, The Diocese of Bristol Academies Trust (DBAT) collects and processes personal data relating to job applicants. DBAT is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the organisation collect?

DBAT 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, where applicable;
- Whether you have a disability for which the organisation 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.

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

DBAT will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

References will be requested wherever possible prior to interview. If applicants have previously been employed in an educational setting, references will be required from, or countersigned by, the Headteacher, Principal or Designated Safeguarding Lead who will be required to disclose any Child Protection allegations or issues of a similar nature.

The Invite to Interview Letter sent by DBAT will include a Criminal Convictions Disclosure form which should be brought to interview together with ID, Right to Work documentation, and any relevant qualifications.

At interview, applicants will be asked if there have been any allegations, or issues raised against them by pupils or young people and if so, the outcome of them.

Kingfisher CE Academy, Peglars Way, Swindon, SN1 7DA
www.dbat.org

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All other checks will only be carried by DBAT once a job offer to you has been made.

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 DBAT process personal data?

DBAT 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, DBAT 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 and comply with safer recruitment requirements of Keeping Children Safe in Education (KCSIE) which is reviewed and updated annually.

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

DBAT has considered whether those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.

DBAT processes health information and determines if reasonable adjustments need to be made to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. A further health questionnaire will be required to be completed if successfully appointed to an advertised role, to determine what support or adjustments an employee may require during employment.

Where DBAT processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting the Peoples' Services Directorate via email at hr@dbat.org.uk.

In line with Keeping Children Safe in Education, DBAT is obliged to seek information about criminal convictions and offences. As stated above, Invite to Interview Letters sent by DBAT will include a Criminal Convictions Disclosure form, and applicants will be asked if there have been any allegations,



or issues raised against them by pupils or young people during the interview process, and if so, the outcome of them.

Where DBAT seeks this information, it does so because it is necessary for carrying out the organisation's obligations and exercise specific rights in relation to employment and to comply with a regulatory requirement to establish whether an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

DBAT will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will only be shared internally for the purposes of the recruitment exercise. This includes information being shared with members of the HR and recruitment team, members of shortlisting teams and interviewers involved in the recruitment process.

DBAT will only share your data prior to appointment with former employers to obtain references provided that the applicant has provided consent for us to do so.

In accordance with the revised statutory guidance in 'Keeping Children Safe In Education' (Sept 22), Part 3, DBAT will also carry out an online activity search prior to interview for all shortlisted candidates.

DBAT will not share your data with other third parties, unless your application for employment is successful and it makes you an offer of employment.

DBAT will then share your data to obtain safer recruitment checks, clearance required by the DfE, and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the UK.

How does the organisation protect data?

DBAT 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.

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For how long does the organisation keep data?

If your application for employment is unsuccessful, DBAT will hold your data on file for a period of 6 months after the end of the relevant recruitment process.

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. 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 right to:

- Access and obtain a copy of your data on request;
- Require DBAT to change incorrect or incomplete data;
- Require DBAT to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- Ask DBAT to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, or make a subject access request, please contact the Peoples' Services Directorate via email at hr@dbat.org.uk.

If you believe that DBAT 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 DBAT during the recruitment process. However, if you do not provide the information, DBAT may not be able to process your application properly or at all.

If your application is successful, it will be a condition of any job offer that you provide:

- Evidence of Right to Work in the UK

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- Two satisfactory references
- Barred List and DBS Clearance
- Pre-employment Health Clearance
- Original copies of Qualifications which you have declared as part of your application and which are an essential requirement for the role if this differs from the post already held
- Disqualification Disclosure Declaration
- Section 128 check (where applicable)
- Prohibition Order Clearance (where applicable)

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

DBAT processes include automated decision-making in respect of Right to Work in the UK.

Notes:

DBAT's Job Applicant Privacy Notice complies with the UK General Data Protection Regulation (retained from EU Regulation 2016/679 EU) (UK GDPR) which requires employers to be transparent about the personal data that they hold and how it is used.

Where DBAT wishes to process existing personal data for a new purpose, it will inform the job applicant of that further processing.