

## CANDIDATE PRIVACY NOTICE

### WHAT IS THE PURPOSE OF THIS DOCUMENT?

St Matthew Academy is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You are required to read this privacy notice because you are submitting an application for a vacancy that has been advertised by St Matthew Academy. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

### THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, the HR department will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your application form and any other supporting documentation or additional forms. (e.g. CV and additional information or monitoring forms).
- Any information you provide to us during an interview, including the results of tests.

The HR department may also collect, store and use the following types of more sensitive personal information if you are appointed:

- Information about your race or national or ethnic origin, for reporting purposes.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

### Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract.
- The processing is necessary for the performance of a legal obligation to which the Academy is subject, for example our legal duty to safeguard pupils.
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm.
- The processing is necessary for the performance of our education function which is a function in the public interest.

### HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.



- We will use information about your race or national or ethnic origin, to ensure meaningful equal opportunity monitoring and reporting.

## **INFORMATION ABOUT CRIMINAL CONVICTIONS**

We will process information about criminal convictions.

We will collect information about your criminal convictions history if we would like to offer you the position. We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

We will require you to list any convictions, cautions, reprimands or final warnings, whether in the United Kingdom or in another country. These should exclude those defined as “protected” by the Rehabilitation of Offenders Act 1974 (Exceptions).

## **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about candidates from the following sources:

- You, the candidate/employee.
- Recruitment agencies.
- The Disclosure and Barring Service, via Education Personnel Management (EPM), our umbrella company at the appointment stage.
- HMRC and Civica, our payroll providers, during your employment.
- Maitland Medical, in respect of fitness to work questionnaires at the appointment stage.
- Teachers’ Pension Scheme (TPS) and the Local Government Pension Scheme (LGPS) at the appointment stage.
- Your named referees, from whom we will collect your references during the short listing and appointment process.
- UK Visas and Immigration (Part of the Home office) in instances whereby further details are required in regards to your eligibility to work in the UK at the appointment stage.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the position.
- Communicate with you about the recruitment process.
- Comply with legal or regulatory requirements during the recruitment and appointment process.
- Carry out background and reference checks, where applicable during the recruitment and appointment process.
- Keep records related to our recruitment processes.



We also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your application form we will then process that information to decide whether you meet the requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the outcome of the activities during the selection process and the information you provide to us at the interview, if you proceed to this stage, to decide whether to offer you the position. We will contact your referees once you have been shortlisted and may follow up on references once you have been appointed. As part of the pre-employment checks process, you will be required to complete a fitness to work questionnaire and a Disclosure and Barring Service (DBS) application form. If you are registered on the DBS update service, a DBS application will not be required, but we will need to complete a status check on the following website: <https://secure.crbonline.gov.uk/crsc/check?execution=e1s1>.

### **If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as your qualifications or work history), this may delay/halt the process of your application.

### **DATA SHARING**

#### **Why might you share my personal information with third parties?**

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

#### **After the appointment stage we will:**

Disclose personal data about you to EPM our umbrella company who work with the Disclosure and Barring Service for the purposes of carrying out checks on your suitability for work with children.

Disclose details about you including National Insurance Number and absence information to our payroll provider to enable you to be paid.

May disclose details about you to our HR consultancy, Blake Hall Personnel Ltd, for the purposes of HR management.

Share your identity and pay information with HMRC in conjunction with your legal obligation to pay Income Tax and make National Insurance contributions.

Share your details with your pension provider in order to make sure that you pay the correct amount and maintain your entitlement to a pension upon your retirement. For teachers the scheme is the TPS, for support staff the scheme is LGPS.

Where you have decided to become part of a salary sacrifice scheme such as that for childcare vouchers, we share your details with the provider, Computershare, to the extent necessary for them to provide the vouchers to you.

**We are required, by law, to pass on some of the personal data which we collect to:**

- Our Local Authority
- The Department for Education (DfE)

**The collection of this information will benefit both national and local users by:**

- Improving the management of workforce data across the sector.
- Enabling development of a comprehensive picture of the workforce and how it is deployed.
- Informing the development of recruitment and retention policies.
- Allowing better financial modelling and planning.
- Enabling ethnicity and disability monitoring.

## **DATA SECURITY**

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **DATA RETENTION**

**How long will you use my information for?**

We will only keep your information for as long as we need it or for as long as we are required by law to keep it.

If you are unsuccessful at the interview stage then we will retain your personal information for 6 - 12 months after the interview process. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## **YOUR RIGHTS**

You have the right to:

- Ask for access to your personal information.
- Ask for rectification of the information we hold about you.
- Ask for the erasure of information about you.
- Ask for our processing of your personal information to be restricted.



- Data portability.
- Object to us processing your information.

If you want to use your rights, in relation to any of the above, please contact Lois Kates, HR Manager:  
[lok@stmatthewacademy.co.uk](mailto:lok@stmatthewacademy.co.uk).

### **RIGHT TO WITHDRAW CONSENT**

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for us to process your data for the purpose of recruitment and selection at any time. To withdraw your consent, please contact Lois Kates, HR Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our policies in place, we will dispose of your personal data securely.

### **QUESTIONS**

If you have any questions about this privacy notice or how we handle your personal information, please contact Lois Kates, HR Manager.

### **COMPLAINTS**

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.