



# Privacy Notice for Applicants

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## Document Control

**Document Author:** The Chief Financial and Operating Officer (CFOO)

Updated	By	Approved By	Approved Date
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## 1. Introduction

Under data protection law, individuals have a right to be informed about how Admiral Lord Nelson School, Trafalgar School and the Salterns Academy Trust use any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store, and use personal data about **individuals we employ, or otherwise engage to work at our School/Trust.**

The Salterns Academy Trust, Portsmouth is the 'data controller' for the purposes of data protection law.

The Trust's Data Protection Officer is the Chief Financial and Operating Officer (see 'Contact us' below).

## 2. The personal data we hold

Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not restricted to:

- Contact details.
- Copies of right to work documentation.
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships.

We may collect, use, store, and share (when appropriate) information relating to being a member of staff which includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured in school.

We may also collect, use, store, and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

## 3. Why we use this data.

We use the data listed above to:

- Enable us to establish relevant experience and qualifications.
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Enable equalities monitoring.
- Ensure that appropriate access arrangements can be provided for candidates that require them.
- Contact others known to you, where you have provided their information, in cases where it would be reasonable for us to contact that individual.

### **3.1 Use of your personal data for marketing purposes**

Where you have given us consent to do so, we may send you marketing information by email or text promoting School/Trust events, campaigns, charitable causes, or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by contacting us (see 'Contact us' below).

### **3.2 Use of your personal data in automated decision making and profiling.**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

## **4. Our lawful basis for using this data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.

Sometimes, we may also process your personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you can withdraw consent if you wish to do so.

## **5. Collecting this data**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

## **6. How we store this data.**

We keep your information during the application process. Our Records Management Policy sets out how long we keep information about applicants.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

## **7. Who we share data with**

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share information about you with:

- Portsmouth City Council to meet our legal obligations to share certain information with it, such as safeguarding concerns.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support.
- Professional advisers and consultants
- Employment and recruitment agencies

## **8. Your rights**

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing.
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected.
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing.
- In certain circumstances, be notified of a data breach.
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact us (see 'Contact us' below).

## **9. How to access personal information that we hold about you.**

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

## **10. Contact Us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Caroline Corcoran (Chief Financial and Operating Officer, Salterns Academy Trust)

Salterns Academy Trust, c/o Admiral Lord Nelson School, Dundas Lane, Portsmouth, PO3 5XT

Email [ccorcoran@salternstrust.co.uk](mailto:ccorcoran@salternstrust.co.uk)

## **11. Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF