



Privacy Notice for Applicants – How we use your information

2021/22

Who are we?

Stowe Valley Multi Academy Trust is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Stowe Valley Multi Academy Trust is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: ZA240230.

You can contact the school as the Data Controller in writing at: Stowe Valley Multi Academy Trust , Welsh Road West, Southam, CV47 0JW

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about students and parents?

The student and parent information that we collect, hold and share includes:

- Personal information provided in your application form; this includes – name, address, telephone numbers, personal email address, date of birth, gender, teacher number,

employment history, qualifications, subjects taught and other training and development activity

- Any test results which arise as part of this application process
- Information about your current level of remuneration, including benefit entitlements
- Referees details and information provided by references

We may also collect, hold and share the following 'special categories' of sensitive personal information:

- gender, age, ethnic group, religious belief, sexual orientation
- about your health, including and medical condition, health and sickness records
- criminal records
- about being barred from working with children and vulnerable people
- You provide to us during an interview

How is your personal information collected?

We collect personal information about candidates from the following sources:

- you, the job applicant
- Disclosure and Barring Service (DBS) in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made)
- from former employers (once a job offer has been made)

For what purposes do we use applicants' personal information?

We will use your personal information to :

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulations (GDPR), we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?

We may share applicant information with members of our staff who are involved in the recruitment process such as HR and managers who hold vacancies.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?

All personal information is held in a manner which is compliant with Data Protection legislation (GDPR). Personal information is only processed for the purpose it was collected. The Stowe Valley Multi Academy Trust monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?

In retaining personal information, the Stowe Valley Multi Academy Trust (SVMAT) complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the SVMAT are required to retain the information.

SVMAT maintains a record management policy which details the relevant retention periods.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Union, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, applicants have the right to request access to information about them that the SVMAT holds. To make a request for your personal information contact the Head of Governance and Compliance via email at

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damaging or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed: and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by emailing dataprotection@stowevalley.com or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

September 2021

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons we have for processing personal information are as follows:

1) To comply with the law

We collect and use general purpose student information in order to meet certain legal requirements and legal obligations placed upon the school by law. We therefore are required to this process personal information for such purposes even if you have not consented to us doing so.

Details of the type of processing that we must undertake, the personal data that is processed, the legislation which requires us to do so and who we may share this information with is set out in Table 1. (This can be found on the Stowe Valley Multi Academy Trust website under School Policies)

If you would like a copy of or further information regarding the statutory authorities that underpin our legal obligations, you should contact the school in writing.

2) To protect someone's vital interests

We are able to process personal information when there is an emergency and/or where a person's life is in danger.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 2. (This can be found on the Stowe Valley Multi Academy Trust website under School Policies)

3) With the consent of the individual to whom that information 'belongs'

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used.

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 3. (This can be found on the Stowe Valley Multi Academy Trust website under School Policies) 4) To perform a public task

It is a day-to-day function of the school to ensure that children receive the education and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that students are properly educated and supported

Details of the type of processing that we may undertake on this basis and who we may share that information is set out in Table 4. (This can be found on the Stowe Valley Multi Academy Trust website under School Policies)

Special category personal information

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject
- 2) Processing relates to personal data which is manifestly made public by the data subject
- 3) Necessary for establishing, exercising or defending legal claims
- 4) Necessary for reasons of substantial public interest
- 5) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health
- 6) Necessary for archiving, historical research or statistical purposes in the public interest

The lawful reasons for each type of special category personal information data that we process is set out in the tables displayed on the Stowe Valley Multi Academy Trust website, under School Policies.

Who might we share your information with?

Please refer to the tables found on the Stowe Valley Multi Academy Trust website under School Policies, for information about what personal information is shared with which specific third parties.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/datacollection-andcensuses-for-schools>.

NHS Test and Trace/Public Health Agencies:

It may be necessary for us to share limited information with the above agencies in the event that an individual tests positive for Coronavirus, or if there is a Coronavirus outbreak. This will enable the named agencies to liaise with families to provide advice and support, and to take appropriate steps in responding to an outbreak. You have the right to object to the sharing of information with such agencies. This is not an absolute right and will be assessed on a case by case basis.

What do we do with your information?

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the

personal information it processes and will only share personal information with a third party if it has a legal basis to do so (as set out above).

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:

<http://irms.org.uk/page/SchoolsToolkit>

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal information?

Under data protection law, parents and students have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer at Warwickshire Legal Services via email at FOI@stowevalley.com or alternatively;

Head of Governance and Compliance
Southam College
Welsh Road West
Southam
Warwickshire
CV47 0JW

****Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed **September 2021**

For Information Sharing Details please visit the Stowe Valley Multi Academy Trust Website for up-to-date tabular details of the information we share

<https://www.stowevalleymat.com/fs/resource-manager/view/44e15f5f-0324-4c76-a79d-3f1d5163b384>