



# Greater Manchester Academies Trust

## *Recruitment Privacy Notice*

**Greater Manchester Academies Trust**

# Revision Information

<b>This document has been approved for operation within</b>	All Trust Establishments
<b>Date of last review</b>	September 2021
<b>Date of next review</b>	September 2023
<b>Review Period</b>	Every two years, or when there has been material changes to the relevant courses of business
<b>Date of Trustee Approval</b>	27 <sup>th</sup> September 2021
<b>Person Responsible for Policy</b>	GMAT Associate Vice Principal (and designated Trust Data Protection Officer)
<b>Owner</b>	Greater Manchester Academies Trust
<b>Signature of Approval</b>	

## Table of changes

Review Date	Changes Made	By Whom
Sept 2021	<ul style="list-style-type: none"> <li>• Layout Changed</li> <li>• DPO statement added</li> <li>• DPO email address changed</li> </ul>	NB

### Data Protection Officer

The data protection officer (DPO) is responsible for overseeing the implementation of this policy, monitoring our compliance with data protection law, and developing related policies and guide- lines where applicable.

They will provide an annual report of their activities directly to the Trust governing board and, where relevant, report to the Trust board their advice and recommendations on Academy data protection issues.

The DPO is also the first point of contact for individuals whose data the Trust processes, and for the ICO.

Full details of the DPO's responsibilities are set out in their job description.

Our DPO is Andrew Woolley and is contactable via [DPO@gmatrust.co.uk](mailto:DPO@gmatrust.co.uk), [DPO@gmacademiestrust.com](mailto:DPO@gmacademiestrust.com) or [DPO@gmacademiestrust.co.uk](mailto:DPO@gmacademiestrust.co.uk)

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# GDPR Privacy Notice: Applicants to a new role

## Prospective employees

### Who processes your information?

As part of GMATs recruitment process, certain information needs to be collected so your application can be considered. The following privacy notice informs you how GMAT intends to collect, use, process and store your data.

GMAT is the data controller, and it is responsible for any personal data that it is provided with. This means that the trust determines the purposes for, and the manner in which, any personal data relating to any prospective staff member is to be processed. The Trust Data protection Officer is: Mr Andrew Woolley

The Trusts Data Protection Officer's role is to oversee and monitor the trust's data processing practices. The DPO can be contacted at [DPO@gmatrust.co.uk](mailto:DPO@gmatrust.co.uk) marked for the attention of the DPO if you have any queries pertaining to how the trust processes data. The trust is the data controller, and it is responsible for any personal data that is provided to them. This means that they determine the purposes for, and the manner in which, any personal data relating to any prospective staff member is to be processed.

Where necessary, third parties may be responsible for processing personal information. Where this is required, the trust places data protection requirements on third party processors in line with their own data protection requirements, to ensure data is processed in line with prospective staff members' privacy rights.

### Why do we need your information?

GMAT has the legal right and a legitimate interest to collect and process personal data relating to its prospective employees to ensure the school's safeguarding and safer recruitment protocols are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2018
- Working Together to Safeguard Children 2015
- Individuals who are recruited will have their personal data processed to assist in the running of the School, and to enable individuals to be paid.

If prospective members of staff fail to provide their personal data, there may be significant consequences. These including the following:

### Employment checks:

- Failure to provide the GMAT with ample proof of a right to work in the UK will prevent employment at GMAT.
- Failure to complete a DBS application, will prevent employment within GMAT.
- Employees found to be working illegally could face prosecution by law enforcement officers.
- Employees unwilling to provide two suitable referees may be prevented from employment within GMAT.
- Employees unwilling to complete a medical questionnaire, could be unwittingly unsupported in the delivery of their duties.

### Salary requirements:

- Failure to provide accurate tax codes and/or national insurance numbers could lead to issues of delayed payments or an employee paying too much tax.
- Failure to provide banking details may prevent timely payment of salary to employees.

### For which purposes are your personal data processed?

In accordance with the above, personal data pertaining to prospective members of staff is used for the following reasons:

- Contractual requirements
- Employment checks, eg, right to work in the UK
- Salary requirements
- Reasonable Adjustment in working conditions

### Which data is collected?

The personal data GMAT will collect from the prospective members of staff includes the following:

- Name
- Phone number
- Address
- Work history for example, previous employers and positions
- Compensation for example, basic salary or benefits
- Education and work history, including professional qualifications and skills
- References, including regulated references where necessary
- Nationality, visa, proof of right to work permit information including passport, driving licence, National Insurance numbers
- Photographs and images from recorded assessments

- Results of pre-employment screening checks for example, credit history, criminal records check where permitted under local law
- Characteristics such as ethnic group
- Remuneration details
- Qualifications
- Absence information

The collection of personal information will benefit GMAT by:

- Improving the management of workforce data across the trust.
- Enabling the 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.
- Supporting the work of the School's teachers' review body.

### Will your personal data be sought from third parties?

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to prospective members of staff without the data subject's consent.

Prospective staff members' personal data may be obtained and processed from third parties where the law requires the trust to do so, e.g., medical records from a GP. The categories of data obtained and processed from third parties include:

- Medical Records
- References
- DBS – Criminal Records

Where data is obtained from third parties, the personal data originates from the following sources:

- Local GP
- Disclosure and Barring Service
- Previous Employers
- National College of Teaching

### How is your information shared?

GMAT will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DFE. This information is used so that relevant pre-employment checks can be made. This information can be found on certain documentation for example your passport. Documents required to perform pre-employment checks are:

- Your passport
- Your birth certificate
- Your most recent bank statement
- A biometric residence permit

### How long is your data retained for?

Personal data is retained in line with GMATs data retention policy.

Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the Trust. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely if there is no such reason for it to be.

Once your data has served its purpose it will be disposed of in line with GMATs data retention policy.

If you require further information regarding retention of data, and the periods for which your personal data is held for email our DPO

### What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Request access to the personal data.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and reuse your personal data for your own purposes across different services.
- Object to your consent being obtained
- Request that your personal data is collected using automated processing.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by contacting the Data Protection Officer.

You also have the right to lodge a complaint with the ICO in relation to how GMAT processes

your personal data. If you wish to make a complain to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Andrew Woolley (DPO@gmatrust.co.uk), the trust's data protection officer.

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, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

For any further information, please contact Andrew Woolley – data protection officer for GMAT.