

# Recruitment Privacy Notice



Tame River Educational Trust *together with any trading name or names that may be more familiar to the data subject* (“we”, “us”) are committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to us, will be processed by us in connection with our recruitment processes. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

For the purpose of the General Data Protection Regulation (“GDPR”) and the version of the GDPR retained in UK law (the “UK GDPR”) the Data Controller is Tame River Educational Trust.

Where you apply for a job opening posted by us, these Privacy Notice provisions will apply to our processing of your personal information.

Where you apply for a job opening via the application function on a job site or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from us in respect of the progress of your application. Any use by the Partner of your data will be in accordance with the Partner’s Privacy Notice.

## **Your Personal Information**

### **Information we collect from you**

We collect and process some or all of the following types of information from you:

- Information that you provide when you apply for a role. This includes information provided through our application form, via email, in person at interviews and/or by any other method.
- In particular, we process personal details such as name, email address, address, telephone number, date of birth, qualifications, experience, information relating to your employment history, skills experience that you provide to us.
- If you contact us, we may keep a record of that correspondence.
- A record of your progress through any hiring process that we may conduct.
- Details of your visits to the Tame River Educational Trust and Droylsden Academy Website including, but not limited to, traffic data, location data, weblogs and other communication data and the resources that you access.

## **Uses Made Of Your Information**

### **Lawful basis for processing**

We rely on legitimate interest as the lawful basis on which we collect and use your personal data. Our legitimate interests are the recruitment of staff for our business.

### **Purposes of processing**

We use information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- To find appropriate candidates to fill our job openings.
- To help our Partners (such as the job sites through which you may have applied or have seen the vacancy) improve their services.

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## How We store your Personal Data

### **Security**

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted through any online means, therefore any transmission remains at your own risk.

### **Where we store your Personal Data**

Where we store your personal data in our own systems, it is stored at Droylsden Academy *e.g. on our secure servers within the EEA.*

The data that we collect from you and process using our partners services may be transferred to, and stored at, a destination outside the UK or the European Economic Area ("EEA"). It may also be processed by staff operating outside the UK or the EEA who work for one of our partners/suppliers. Such staff maybe engaged in, among other things, the provision of support services. By submitting your personal data, you agree to this transfer, storing or processing.

We will not otherwise transfer your personal data outside of the United Kingdom OR EEA or to any organisation (or subordinate bodies) governed by public international law or which is set up under any agreement between two or more countries.

### **How long we keep your Personal Data**

We will hold all the data for six months, unless you are successful in your application, then your details are kept for the whole of your employment with Tame River Educational Trust plus seven years upon you leaving your employment with Tame River Educational Trust.

*Your personal information will be deleted on one of the following occurrences:*

- *deletion of your personal information by you (or by another person engaged by the Customer); or*
- *receipt of a written request by you (or another person engaged by the Customer) to us.*

### **Your rights**

Under the [General Data Protection Regulation](#) and the UK GDPR, you have a number of important rights free of charge. In summary, those include rights to:

- access to your personal data and to certain other supplementary information that this Privacy Notice is already designed to address
- require us to correct any mistakes in your information which we hold
- require the erasure of personal data concerning you in certain situations

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- receive the personal data concerning you which you have provided to us, in a structured, commonly used and machine-readable format and have the right to transmit those data to a third party in certain situations
- object at any time to processing of personal data concerning you for direct marketing
- object to decisions being taken by automated means which produce legal effects concerning you or similarly significantly affect you
- object in certain other situations to our continued processing of your personal data
- otherwise restrict our processing of your personal data in certain circumstances
- claim compensation for damages caused by our breach of any data protection laws.

For further information on each of those rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office \(ICO\) on individuals rights under the UK GDPR](#).

If you would like to exercise any of those rights, please contact us using our Contact details below:

- let us have enough information to identify you,
- let us have proof of your identity and address, and
- let us know the information to which your request relates.

## How to complain

We hope that we can resolve any query or concern you raise about our use of your information.

The [General Data Protection Regulation](#) and the UK GDPR also gives you right to lodge a complaint with a supervisory authority, in particular (under the GDPR) in the European Union (or European Economic Area) state where you work, normally live or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <https://ico.org.uk/make-a-complaint> or telephone: 0303 123 1113.

## Contact

All questions, comments and requests regarding this Privacy Notice should be addressed to Mr C Fenton - Senior Data Manager.