

## **Falmouth MAT Privacy Notice: Job Applicants**

### **For Job Applicants applying to work within Falmouth MAT**

Under data protection law, individuals have a right to be informed about how the trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs with Falmouth MAT.

Falmouth MAT is committed to being transparent about how it collects and uses personal data and to meeting its data protection obligations.

We, Falmouth MAT, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Claire Collins (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the staff for information about how their personal data is collected, stored and used.

### **What personal data do we use?**

We process data relating to those applying to work at our trust. 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 also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

### **Why do we use this data?**

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

### **What is our legal basis for using this data?**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract (if appropriate)
- Comply with a legal obligation

### **Collecting this information?**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

### **How do we store this data?**

Personal data is stored in line with our policies.

We create and maintain an employment file for each individual who works in the trust. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete it in accordance with [Information and Records Management Society's toolkit for schools](#).

### **Data sharing**

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

### **Your rights**

#### **How to access personal information we hold about you**

Individuals have a right to make a '**subject access request**' to gain access to personal information that the schools holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- 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 our data protection officer.

#### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about our collection and use of personal information very seriously. If you have a concern about the way we are collecting or using your personal data and you think this is unfair, misleading or inappropriate, or any other concerns, please raise this with us in the first instance and contact our data protection officer.

Alternatively, you can raise any complaints to the Information Commissioner's Office:

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

## 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**:

Claire Collins (Data Protection Officer), [dpo@falmouthmat.org.uk](mailto:dpo@falmouthmat.org.uk)

Falmouth MAT, Falmouth School, Trescobeas Road, Falmouth, TR11 4LH