

# Data Privacy Statement

## Job Applicants

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The Potteries Educational Trust is committed to protecting your privacy. This privacy statement explains how we collect, use and share your personal information, and your rights in relation to the personal information we hold. The Potteries Educational Trust is the controller of all personal information held by our academies, schools and college, and is subject to the Data Protection Act (2018) and the General Data Protection Regulation (GDPR).

This privacy notice is for anyone who applies for a job with the Trust or one of our member academies.

We may collect, use and share your personal information in order to meet our obligations as a provider of education to young people and as an employer.

### What data do we collect and use?

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The categories of personal information that we collect, hold and share include:

- Personal information (including name, date of birth, address, telephone number, national insurance number, contact details, photographs, your nationality and your country of birth);
- Skills and experience information (details you provided as part of your application to join us, your CV, details of your employment history, remuneration, references, results of selection tests and notes made at the selection activities you took part in);

We may also collect, store and use information about you that falls into 'special categories' of more sensitive personal data. This includes information about:

- Characteristics (including whether you have a disability, your gender, your race or ethnicity, your religion or belief, your sexual orientation, the languages you speak);
- Records of safeguarding checks which we have undertaken including the number of the Disclosure and Barring Service Certificate we received, a record that we confirmed your identity and your right to work in the UK including any visa which you may hold and details of your passport number, driving licence number and national insurance number.

The majority of staff information you provide to us is necessary for us to meet our obligations as an employer and failure to supply such information may mean that we are unable to enter into a contract of employment with you.

On the other hand, some staff information is provided to us on a voluntary basis, for example information concerning your personal characteristics.

Under some circumstances, we may obtain information from third parties, such as your previous employer. We will normally seek your consent before obtaining such information.

### Why do we collect and use your information?

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We use information about job applicants to:

- Process your application to work for us;
  - Assess your suitability for the role and whether to shortlist your application for interview;
  - Comply with the law regarding data sharing and our contractual obligations.
  - Carry out pre-employment checks and meet our obligations for safe recruitment
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- Inform the development of employment policy and strategy;
- Monitor the impact of our Equality and Diversity policy

We rely on the legal reason (basis) of article 6b – contract and article 6f - legitimate interests from UK data protection law and the GDPR for the processing of information about job applicants. Please ask the Data Protection Officer if you would like to understand more about this.

## How long is your data stored for?

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We store your information securely and in line with our Data Protection Policy and associated procedures.

Successful applicants - If your application is successful, we will hold your information in line with our staff privacy statement, which will be supplied to you upon appointment.

Unsuccessful applicants - If you are unsuccessful in your application to work for The Potteries Educational Trust we will hold your data for a period on one year from the date we make the decision not to appoint you.

## Will your information be shared?

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We do not share your information with anyone unless it is necessary and in line with the lawful basis for processing listed above, or with your explicit consent. Where data is routinely shared, a data processing agreement will be established to ensure the protection of the information.

## How do we protect your data?

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Your data is held securely on the Trust's network or in a secure cloud location provided by one of our IT partners. Our databases are accessible to those staff who need to use information in their day-to-day activities or as part of our arrangements to keep students safe.

All staff have completed the Trust's data protection training and receive regular updates to keep their knowledge and understanding up to date.

The Trust ensures that appropriate data sharing agreements are in place prior to sharing your personal data with any partners.

## What are your rights?

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The Data Protection Act (2018) and General Data Protection Regulations (GDPR) give individuals a number of specific rights in relation to their personal information. You have the right to:

- Be informed of the identity of the controller, the reasons for processing their personal data and other relevant information necessary to ensure the fair and transparent processing of personal data; **We aim to do this through this Privacy Statement**
- Request access to the information we hold about you (Subject Access Request); **You can do this online at [potteries.ac.uk/data-protection](http://potteries.ac.uk/data-protection)**
- Object to processing of personal data that is likely to cause, or is causing, damage or distress; **Please contact the Data Protection Officer if you would like to discuss any concerns**

- Prevent processing for the purpose of direct marketing; **We always provide you with a way to stop receiving marketing communications from us**
- Object to decisions being taken by automated means; **We do not have any systems or processes which do this**
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and/or
- Claim compensation for damages caused by a breach of the data protection regulations. **Please contact the Data Protection Officer if you would like to discuss any concerns**

## Contacting the Trust

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You will find up to date information about our Data Protection Officer, how to make a request for your personal information, and other useful information about Data Protection on our website : [potteries.ac.uk/data-protection](https://potteries.ac.uk/data-protection)

You can also write to the Data Protection Officer:

The Information Office  
The Potteries Educational Trust  
The City of Stoke-on-Trent Sixth Form College  
Leek Road  
Stoke-on-Trent  
Staffordshire  
ST4 2RU

## Where can you find out more information?

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If you have a concern about the way we are collecting or using your personal data, we would always ask you to raise your concern with us in the first instance. You can e-mail the Data Protection Officer or ask for a conversation with them at any time. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>