

This privacy notice explains how and why the CLIC Cooperative Trust including each of its schools uses personal data relating to job applicants.

You should read this notice, so that you know what we are doing with your personal data. Please also read any other privacy notices that we give you, that might apply to our use of your personal data in specific circumstances in the future. This notice does not form part of any contract to provide services.

### **What types of personal data do we collect and where do we get it from?**

We collect many different types of personal data about you for lots of reasons. We cannot administer your job application with you without your personal data. Where we don't need your personal data, we will make this clear, for instance we will explain if any data fields in our application are optional and can be left blank.

**You provide us with personal data directly when you apply for a job with us and when you complete our Trust Application Form or correspond with us.**

### **What do we do with your personal data, and why?**

We process your personal data for particular purposes in connection with your job application or engagement with us, and the management and administration of our business.

We are required by law to always have a permitted reason or justification (called a "lawful basis") for processing your personal data. Our processing of your personal data is:

- **necessary for us to comply with a legal obligation; or**
- **necessary for us to take steps, at your request, to potentially enter into an employment contract with you, or to perform it**

Should you choose not to provide the relevant personal data to us, we may not be able to enter into or continue our engagement with you.

We may also convert your personal data into statistical or aggregated form to better protect your privacy, or so that you are not identified or identifiable from it. Anonymised data cannot be linked back to you. We may use it to conduct research and analysis, including to produce statistical research and reports.

The Trust also has the legal right and a legitimate interest to collect and process personal data relating to those that apply to work in our schools. We process personal data in order to meet the requirements set out in UK employment, academy and safeguarding law, including those in relation to the following:

- Academy's legal and statutory framework
- Safeguarding Vulnerable Groups Act 2006
- The guidance "Keeping Children Safe in Education"
- The Childcare (Disqualification) Regulations 2009

The collection of this information benefits both national and local users by:

- improving the management of workforce data across the sector
- informing the development of recruitment and retention policies
- allowing better financial modelling and planning
- enabling ethnicity and disability monitoring

### **Special category personal data (including criminal data)**

**We are required by law to treat certain categories of personal data with even more care than usual. These are called sensitive or special categories of personal data and different lawful bases apply to them. Our purposes for which we process your special category personal data and the relevant lawful basis on which we rely for that processing is:**

- It is necessary for reasons of **substantial public interest**
- It is necessary for us **to comply with a legal obligation**

## How do we keep your personal data secure?

We will take specific steps (as required by applicable data protection laws) to protect your personal data from unlawful or unauthorised processing and accidental loss, destruction or damage. For more information, please read our GDPR Data Protection Policy.

## How long do we keep your personal data for?

**We will only retain your personal data for a limited period of time.**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new fair processing notice.

## What are your rights regarding your personal data?

You have certain legal rights, in relation to any personal data about you which we hold.

Where our processing of your personal data is based on your **consent**, you have the right to withdraw your consent at any time. If you do decide to withdraw your consent we will stop processing your personal data for that purpose, unless there is another lawful basis we can rely on; in which case, we will let you know. Your withdrawal of your consent won't impact any of our processing up to that point.

Where our processing of your personal data is necessary for our **legitimate interests**, you can object to this processing at any time. If you do this, we will need to show either a compelling reason

why our processing should continue, which overrides your interests, rights and freedoms or that the processing is necessary for us to establish, exercise or defend a legal claim.

If you wish to exercise any of your rights please contact [DPO@climanchester.com](mailto:DPO@climanchester.com) in the first instance.

You also have the right to lodge a complaint with the Information Commissioner's Office, which is the UK data protection regulator.

### **Updates to this notice**

We may update this notice from time to time to reflect changes to the type of personal data that we process and/or the way in which it is processed. We will update you on material changes to this notice by email. We also encourage you to check this notice on a regular basis.

### **Where can you find out more?**

More information can be found on the Information Commissioner's Office website at <https://ico.org.uk/>

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer on: [DPO@climanchester.com](mailto:DPO@climanchester.com)