



# COCKBURN

## MULTI-ACADEMY TRUST

TRANSFORMATION TO EXCELLENCE

C.E.O. Mr D Gurney B.A. Hons / NPQH

### Privacy Notice

#### **For applicants**

This privacy notice explains how we collect, store and use the personal data provided to us, including information that you provide directly. We, Cockburn Multi-academy Trust are the 'data controller' for the purposes of data protection law. Our Data Protection Officer is Sharon Burns (see 'Contact us' below).

#### **Why do we collect and use applicant information**

We collect and use Applicant information under the Education Act 1996. The EU general data protection regulation 2016/679 (GDPR) will take effect in May 25 2018 including Article 6 'lawfulness of processing' and Article 9 'Processing of special categories of personal data'

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

We will only collect and use applicant information when the law allows us to. Most often, we will use the information where:

- we need to comply with the law
- we need to use it to carry out a task in the public interest (in order to provide education)
- sometimes, we may also use personal information where:
- you have given us permission to use it in a certain way
- we need to protect your interests (or someone else's interest)

Where we have got permission to use the data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using school workforce information overlap, and there may be several grounds which mean we can use staff data.

We may process your data for the following purposes:

- Making a decision about your recruitment or appointment.
- DBS and safer recruitment vetting.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- To prevent and detect fraud.
- To conduct data analytics studies (such as recruitment trends) to review and better understand the profile of candidates who apply to us; and who amongst them are successful.
- Equality and diversity monitoring.

Some of the above grounds for processing will overlap

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

- personal information (such as name, telephone number and address)
- any relevant qualifications
- safer recruitment checks
- copies of right to work in the UK documentation
- references
- records of previous employment
- where applicable attendance information (number of absences and absence reasons)
- CCTV images

May also include sensitive personal information:

- characteristics (such as ethnicity, language, nationality, country of birth)
- any relevant medical information
- Biometric data
- Information about criminal convictions and offenses

### **Storing applicant data**

We keep applicant information for the duration of the recruitment process plus 6 months and if successful whilst employed at our school. We hold this data in line with data retention schedules, usually 7 years from leaving date.

### **Who do we share applicant information with?**

We do not share personal information about applicants with anyone outside the school without permission from you, unless the law and our policies allow us to do so.

Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about applicants with:

- our local authority – to meet our legal duties to share certain information with it, such as concerns about pupils' safety and exclusions
- The Department for Education (a government department)
- other educators and examining bodies
- our regulator (the organisation or "watchdog" that supervises us), (e.g. Ofsted)
- suppliers and service providers – so that they can provide the services we have contracted them for
- our auditors
- survey and research organisations
- payroll providers
- security organisations
- professional advisers and consultants
- police forces, courts, tribunals and immigration

In some circumstances we may anonymise your personal information so that it can no longer be associated with you, in which case we may use such information without further notice to you.

If you accept an offer of employment with us then our staff workforce privacy notice will govern how we process your personal information. Records will be retained and destroyed in accordance with our records retention schedule.

### **Why we share applicant information**

We do not share information about applicants with anyone without consent unless the law and our policies allow us to do so.

We share personal data with the Department for Education (DfE) on a statutory basis. This data sharing underpins workforce policy monitoring, evaluation, and links to school funding / expenditure and the assessment educational attainment.

### **Data collection requirements**

The DfE may share information about applicants and school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use.

Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required

- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

For more information about the department's data sharing process, please visit:  
<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

### **Transferring data internationally**

Where we share data with an organisation that is based outside the European Economic Area, we will protect your data by following data protection law.

### **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 Sharon Burns

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from, if not from you or your parents
- tell you who it has been, or will be, shared with
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)
- give you a copy of the information

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, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **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: Sharon Burns by email at [info@cockburnschool.org](mailto:info@cockburnschool.org), by telephone 0113 271 9962 or by post addressed to the Data Protection Officer, Cockburn School, Leeds, LS11 5TT.