

Inclusion is at the
heart of our trust



Recruitment Privacy Notice



Oak Learning Partnership Document: **Recruitment Privacy Notice**

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Owner:	CFO
Date:	March 2023
Next review:	March 2024

Changes History:

Version	Date	Amended by:	Substantive changes:	Purpose
1.0	March 2023	DPO	New document	First release



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Purpose of the Notice

Under the United Kingdom General Data Protection Regulation (UK GDPR), Oak Learning Partnership ('the trust') is required to inform you of what data we collect, how, and why we need to collect it.

The trust is required by law to collect and process personal data relating to all of its pupils. The trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This Notice is to tell you how we collect, use and protect your personal data.

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

What is personal information?

Personal information is information that identifies you as an individual and relates to you. This includes your contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group. CCTV, photos and video recordings of you are also personal information.

Type of Data Collected by the Trust

- Personal information – e.g., name, contact details, National Insurance number
- Characteristics information – e.g., gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g., documentation relating to employment checks, references, right to work in the UK, DBS checks
- Medical information

This list is not exhaustive - to access the current list of information the trust process, please see the Trust's Data Asset Register.

Purpose of Collecting and Using Personal Data

Oak Learning Partnership holds the legal right to collect and use certain personal data relating to staff. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law.

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- To facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

- To facilitate keeping children safe in education

Collecting your information

We collect your personal information via the following methods:

- Application forms

Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

Storing your data

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

In accordance with the GDPR, the trust does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task the data was collected for originally.

Sharing Data

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

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the trust’s recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

Requesting access to your personal data

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information, contact:

Name: **Sheryl Cardwell**
Contact: **dpo@oaklp.co.uk**

You also have the right to:



- Restrict our processing of your personal data, i.e., permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

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 details

If you would like to discuss anything in this privacy notice, please contact:

Name: **Sheryl Cardwell**
Contact: **dpo@oaklp.co.uk**

