

Privacy Notice for Job Applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data 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 at our Trust and our schools.

We will treat all the information you provide in confidence and in accordance with the requirements and expectations of the General Data Protection Register 2018. Whether provided in paper or electronic format we will treat it in confidence and keep it secure. We will use it only for the purpose of the recruitment. We may also on occasions, use equality data to allow for the completion of anonymised statutory returns and to inform any future recruitment campaigns.

We will share it with those involved in the recruitment process only. This may include teaching and administrative staff, trustees and parents/pupils where they are involved in the recruitment process. For senior appointments, this could also include councillors and occasionally external advisors. We will not disclose it to other organisations or use it for any other purpose without your explicit consent.

If you are unsuccessful, we will usually destroy your application form and any other papers you have submitted six months after we have made the appointment. We will only hold information beyond the stated six months with your written consent. This would only be for the purpose of monitoring or the need to make additional appointments which are similar in nature or requirement.

If you are successful, we will use the information provided for processing your appointment. This would be used for example for payroll, taxation, safeguarding and other essential and legal purposes. Your application form (and supporting papers) will also be held for six months after your appointment, any relevant information will be recorded on our management information system and then it will be destroyed. We will only hold information not required for appointment purposes beyond the stated six month with your express written consent.

We must also advise you that you can (in accordance with the principles of the GDPR) request that we destroy your application (and any supporting papers) within the six months period, upon receiving your request in writing. Furthermore, we must also state that we may on occasions share the information provided without your prior approval in circumstances where we are legally required to do so.

Further information on GDPR within the Trust, and details of our data protection officer can be found on The Harmony Trust website <https://www.theharmonytrust.org/gdpr>.

If you wish to make a written request, please do so to:

Human Resources
Northmoor Academy
Alderson Street
Oldham
OL9 6AQ