

# Recruitment Privacy Notice

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As part of our recruitment processes, James Brindley Academy (JBA) collects, stores, and processes personal data about job applicants and prospective candidates (“you”). We are committed to protecting your privacy and personal data, and are therefore transparent regarding the data we collect, how the data are collected, where the data are stored, and how the data are processed. The following notice details all of the above, setting out our obligations under both the *UK General Data Protection Regulations 2016/679* (“UK GDPR”) and the *Data Protection Act 2018* (“DPA”).

## **i. THE DATA WE COLLECT**

### **Information We Collect from You**

- Basic personal details including but not limited to your name, email address, contact number(s), postal address, and preferred method of contact.
- Availability and work eligibility details including but not limited to your notice period, preferred start date, current and/or future work eligibility status, visa type, and visa expiry date.
- Documents you provide throughout the application process including but not limited to application forms, covering letters, and assessment outputs. These documents may contain information on your employment history, academic qualifications/history, professional training/certifications, skills, and experiences.
- Application details including but not limited to the source of your application, the date/time, the role(s) you applied for, salary history/expectations, and Equal Opportunities statements.
- Records of electronic communications, including but not limited to the content and attachments of emails.

### **Information We Collect/Generate About You**

- Publicly available data including but not limited to your professional social networks (primarily LinkedIn, but also GitHub, Facebook and similar networks.).
- Job application progress including but not limited to the stages you complete of the recruitment process, records of interviews, interview notes/feedback, assessment feedback, rejection stage, rejection reason, and job offer details.

## **ii. HOW THE DATA ARE COLLECTED**

Personal data may come from a combination of any of the following sources:

- Information you provide on application forms, in email and telephone conversations with us or our representatives, and in job interviews and assessments.
- Information we collect from publicly available sources online.
- Information we generate following your interactions with our staff, systems, and processes.



- Information provided by third parties, such as recruitment agencies, or via referrals or references (to comply with Keeping Children Safe in Education, references are sought prior to interview, unless you expressly advise us not to and provide a valid reason).

### **iii. HOW THE DATA ARE STORED**

For prospective employees all personal data provided, collected, generated, or obtained during the recruitment process will be stored on JBA's Microsoft 365 platform. At point of acceptance your personal data will be stored on Arbor, Every and Access our HR and finance platforms, and/or in paper form at our Head Office. JBA does not use any 3<sup>rd</sup> party recruitment management agencies. We limit access to your personal data to those who have a genuine need to access it: the HR Team and the recruitment panel for the role in question. Those processing your personal data will do so only in an authorised manner and are subject to a duty of confidentiality.

For prospective trustees all personal data provided, collected, generated, or obtained during the recruitment process will be stored within the JBA Microsoft Office 365 platform. This is also the storage platform from the date of your appointment.

We have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so. Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of electronically transmitted data. Any transmission therefore remains at your own risk.

### **iv. HOW THE DATA ARE PROCESSED**

#### **Lawful Basis for Processing**

Our lawful basis for the collection and processing of your personal data is for taking steps to enter into a contract of, or for, employment or services with you. We rely on legitimate interest as the lawful basis on which we collect and use your personal data, specifically in the instances of collecting references and running background checks.

#### **Purposes of Processing**

We use information held about you in a number of ways, including but not limited to:

- Considering your application in respect of the role for which you have applied.



- Considering your application in respect of other roles at JBA, both at present and in the future (see *How Long We Keep Your Personal Data* below for more information on our data retention policy).
- Communicating with you in respect of the/any recruitment process/es.
- Enhancing any information that we receive from you with information collected, generated, or obtained throughout our recruitment processes.
- To help JBA improve the effectiveness and efficiency of our recruitment systems and processes.

## **Rights of Access, Correction, and Erasure**

Under the UK GDPR, you have a number of important rights, including the right to access the personal data we hold about you, and to request corrections or partial/full erasure. We have taken steps to ensure speedy compliance with any such request.

All personal data held by JBA about you is stored as described above. The file includes personal information (name, email address, postal address, title etc.), application details (the role you applied for, when, via what channel, information submitted on the application form, work eligibility status etc.), recruitment progress (status, stage, interviewers/assessment reviewers, feedback from those dealing with your application, rejection reasons, offer details etc.), and any documents submitted, or subsequently provided or obtained. In the event you make an explicit request to access this data, JBA will share this with you within 1 calendar month of the request. References are marked confidential and are excluded from subject access requests. To make a request please email [dpo@jamesbrindley.org.uk](mailto:dpo@jamesbrindley.org.uk)

In order to correct any inaccuracies in your personal data held by JBA, you must make an explicit request to us, clearly indicating which information is in need of amendment, along with the correct information to take its place. JBA will act on personal data correction requests within five working days of receipt, and send a confirmation email to you upon resolution of the issue/s.

In order to request partial or full erasure of your personal data, you must make an explicit request to us. In the event you desire a partial erasure, you must clearly indicate which data points you would like to be erased. If you do not clearly indicate which data points you would like to have erased in a partial erasure, we reserve the right to delete all personal data we hold about you. JBA reserves the right to escalate any partial erasure request into a full erasure at our discretion; you will be notified of this outcome via email immediately before the erasure if we opt for the escalation. In the event you desire a full erasure, you must clearly indicate this in your request. JBA will act on partial and full erasure requests within five working days of receipt, however, no confirmation email will be sent following the completion of the request.

Please note that your right to have your personal data erased is not an absolute right, and we reserve the right to refuse such a request, where there is an appropriate legal justification for doing so. For example, we must retain candidate/application data for a period of six months following a rejection notice. You will be notified accordingly in the event we are unable to process your data erasure request.



If, at any point, you would like to make a request for access, correction, or erasure of your personal data held by JBA, you should email [vacancies@jamesbrindley.org.uk](mailto:vacancies@jamesbrindley.org.uk), providing enough information for us to be able to identify you in our system and carry out your request. Prospective trustees should email [dpo@jamesbrindley.org.uk](mailto:dpo@jamesbrindley.org.uk))

## **How We Process Your Data for Roles Outside of Your Formal Application**

From time to time following your initial engagement with our recruitment processes, we may unilaterally decide to consider your application for another role at JBA. This may occur:

- At the time of your original application when, following an initial review of your application, we conclude you would be better suited to a different opportunity currently vacant at JBA.
- At some point after your original application, when we choose to reactivate your status as a candidate for a new opportunity in future.

In either scenario, our HR team will inform you of this decision via email, and you will have the opportunity to confirm your interest in the new role or to decline our consideration. Equally, the abovementioned rights of access, correction, and erasure will remain open to you for as long as we hold your personal data.

## **How Long We Keep Your Personal Data**

We will retain all personal data relating to your engagement/s with our HR team for six months after the closing date.

For the purposes of reporting on and improving the effectiveness and efficiency of our recruitment systems and processes, we retain a handful of personal data points about you (the source of your application, the stage you reached in the process, and any protected characteristics), however, none of these data points are personally traceable to you.

In order to have your personal data deleted ahead of the deadline, you must notify the HR team of your desire according to the instructions outlined in the *Rights of Access, Correction, and Erasure* section above.

## **How to Complain**

We hope that we can resolve any query or concern you raise about our use of your personal data, however, if you are not satisfied with our processes or approach, the GDPR gives you the right to file a complaint with a supervisory authority, in particular in the European Union (or European Economic Area) state where you



work, live, or where any alleged infringement of data protection laws occurred. The supervisory authority in the UK is the Information Commissioner who may be contacted at <http://ico.org.uk/concerns/> or on 0303 123 1113. The academy is registered with the ICO, reference number Z519817X.

You may also be able to claim compensation for damages caused by a breach of the UK GDPR or DPA. For further information on your rights, including the circumstances in which they apply, see the [Guidance from the UK Information Commissioner's Office](#).

If you have any questions, queries, or issues relating to our recruitment policies and processes, or how they relate to our adherence to both the UK GDPR and DPA, then please contact [dpo@jamesbrindley.org.uk](mailto:dpo@jamesbrindley.org.uk)