

## Privacy Notice for Job Applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

We, WMG Academy for Young Engineers, are the 'data controller' for the purposes of data protection law.)

Our data protection officer is School DPO Services, Warwickshire Legal Services (see 'Contact us' below).

### The categories of personal information that we collect, hold and share

- Name, address and contact details, including email address and telephone number, date of birth and gender
- Terms and conditions of employment
- Details of qualifications, skills, experience and employment history, including start and end dates, with previous employers
- Information about marital status
- Information about nationality and entitlement to work in the UK
- Information about medical or health conditions, including whether or not the applicants have a disability for which WMG Academy needs to make reasonable adjustments
- Equal opportunities monitoring information including information about the applicants' ethnic origin, sexual orientation, and religion or belief.

WMG Academy will collect this information through application forms completed by the candidate. We may also collect personal data from former employers, such as references, disciplinary actions and safeguarding concerns.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, held and shared. This is available on the Academy's website.

### Why we collect and use this information

WMG Academy needs to process personal data in order to aid the recruitment process by:

- Establishing relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

In some cases, WMG Academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's entitlement to work in the UK and it is a requirement to comply with equality and discrimination laws.

Processing applicants' data allows WMG Academy to:

- ensure that WMG Academy complies with duties in relation to individuals with disabilities
- helps WMG Academy to monitor equal opportunities.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to the applicants with disabilities). Where WMG Academy processes other special categories of personal data, such as information about ethnic origin, sexual orientation, religion or belief, this is for the purposes of equal opportunities monitoring. Data that WMG Academy uses for these purposes is anonymised or is collected with the express consent of the applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of deciding against this.

### **The lawful basis on which we use this information**

Our lawful basis for collecting and processing workforce information is defined in the General Data Protection Regulations under Article 6.

The following elements of the article apply:

- a) Consent: where you have given WMG Academy clear consent to process your personal data for a specific purpose
- b) Contract: the processing is necessary for a contract you have with WMG Academy
- c) Legal obligation: the processing is necessary for WMG Academy to comply with the law
- d) Vital interests: the processing is necessary to protect someone's life.

Our lawful basis for collecting and processing workforce information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special category data.

The following elements of the article apply:

- a) Where you have given your explicit consent to the processing of personal data for one or more specified purposes
- b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- c) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the applicant.

### **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **Storing and protecting workforce data**

Personal data we collect as part of the job application process is stored in line with our data protection policy and records management policy. When it is no longer required, we will delete your data. As part of the recruitment process, data will be held for a period of 6 months for unsuccessful candidates.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

### **Data sharing**

We do not share personal information about you 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 you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- The Department for Education
- Educators and examining bodies
- Our regulator (Ofsted)
- Suppliers and service providers - to enable them to provide the service we have contracted them for
- Central and local government
- Our auditors
- Health authorities
- Health and social welfare organisations
- Professional advisers and consultants
- Police forces, courts, tribunals.

### **Your rights regarding personal data**

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.

Parents/carers can make a request with respect to their child's data where the child is not considered mature enough to understand their rights over their own data (usually under the age of 12), or where the child has provided consent.

Parents also have the right to make a subject access request with respect to any personal data the school holds about them.

If you make a subject access request, and if we do hold information about you or your child, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

## Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer.

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## Data Protection Training

All employees will undergo mandatory data protection training when they commence employment and at regular intervals during their employment.

## 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**:

School DPO Service  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

Tel: 01926 412 859 Email: [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk)

**Louise Green / Graham Jacklin**  
**Data Protection Leads**  
**September 2024.**