

WHO PROCESSES YOUR INFORMATION?

Star Academies is the *Data Controller* of the personal information you provide to us. This means it determines the purposes for which, and the manner in which, any personal data relating to those seeking employment or volunteering opportunities with Star Academies is to be processed.

The Head of Governance and Corporate Services is our *Data Protection Officer*. The Data Protection Officer's role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this privacy notice, please contact:

Head of Governance and Corporate Services
Data Protection Officer
Star Academies
Shadsworth Road
Blackburn, BB1 2HT
or email regulatory@staracademies.org

Where necessary authorised third parties may process personal information required for recruitment. Where this is required, Star Academies places data protection requirements on third party processors to ensure data is processed in line with your privacy rights.

WHY DO WE NEED YOUR INFORMATION?

Star Academies has the legal requirement and a legitimate interest to collect and process personal data relating to those we are considering for employment. This includes those seeking both paid and unpaid voluntary roles.

We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law including, but not restricted to, those in relation to the following:

- Multi-Funding Agreement and Supplementary Funding Agreements with the Department for Education (DfE);
- Safeguarding Vulnerable Groups Act 2006;
- The guidance “Keeping Children Safe in Education”;
- The Childcare (Disqualification) Regulations 2009.

The personal data of those seeking employment within the Trust is also processed to help Star Academies recruit the right person for the role we have advertised. Personal information is also used for the following reasons:

- for employments checks (e.g. right to work in the UK and safeguarding checks);
- to develop a Star Academies Talent Pool and inform those who opt to join the Talent Pool of suitable employment opportunities that may be of interest;
- to inform the development of recruitment policies;
- to fulfil contractual obligations with third parties;
- to enable equalities monitoring and to ensure reasonable adjustments are made if required;
- to answer any queries applicants may have during the recruitment and onboarding process;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

INFORMATION THAT WE COLLECT, PROCESS, HOLD AND SHARE INCLUDES:

Personal data that we may collect, use, store, and share (when appropriate) about you includes, but is not limited to:



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- personal information (e.g. name, address, employee or teacher number, email address, phone number, national insurance number);
- characteristics (e.g. race, gender);
- special categories of data (e.g. ethnicity);
- work history (e.g. previous employers, job roles);
- reference information;
- performance, attendance and disciplinary information;
- financial information (e.g. salary information, National Insurance number);
- education and qualifications;
- training records and professional memberships;
- proof of right to work (e.g. copies of documentation);
- criminal record;
- results of pre-employment screening checks (e.g. DBS checks, fitness for role health checks, vetting and due diligence checks);
- health information (e.g. details of medical conditions and sickness records);
- contract and payroll set-up information;
- preferred method of contact;
- career/role preferences.

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

- Article 6 1(a) of the UK GDPR which allows processing if the data subject has given consent to the processing of their personal data for one or more specific purposes;
- Article 6 1(b) of the UK GDPR which allows processing that is necessary for the performance of a contract;
- Article 6 1(c) of the UK GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the UK GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the UK GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the UK GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the UK GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest.

Star Academies maintains *Records of Processing* that identify the lawful basis on which personal information is processed.

COLLECTING RECRUITMENT INFORMATION

Whilst the majority of the information that you provide to us is mandatory, some of it may be provided on a voluntary basis to undertake our recruitment process. In order to comply with data protection legislation, we will inform you when your consent is required. Personal data may be obtained and processed from third parties where the law requires us to do so.

STAR ACADEMIES TALENT POOL

Star Academies has developed a Talent Pool, which allows those who are interested in a career with us to register for information regarding vacancies that may be of interest. Personal data in relation to the Talent Pool is processed under the lawful basis of consent and may be collected during recruitment campaigns or campaigns specifically related to the building of the Talent Pool.

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STORING RECRUITMENT INFORMATION

Personal data is stored in line with our Records Management Policy. In accordance with data protection legislation, it is only retained for as long as is necessary to fulfil the purposes for which it was obtained, and not kept indefinitely.

If your application for employment is unsuccessful, we will hold your data for six months from the date of appointment of the successful candidate unless we have your consent to hold the data for longer. If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. You will be provided with a new Privacy Notice upon employment.

With regard to the storing of personal information held in relation to the Talent Pool we will contact you periodically to confirm that you consent to Star Academies retaining your data. Should you decide not to remain as part of the Talent Pool your information will be deleted. You can request that your information is removed from the Talent Pool at any point by contacting regulatory@staracademies.org.

DATA TRANSFERRED OUTSIDE THE UK

Processors that we use may transfer, and hold, personal data outside of the UK. We will ensure that organisations who process personal data on our behalf only transfer data to countries that the UK deems as having an adequate level of protection. In the case of transfers to countries that are not deemed to have an adequate level of protection, we will ensure that organisations processing personal data on our behalf use the appropriate safeguards described in the UK GDPR. If a processor is not completing international transfers in line with the UK GDPR, we will terminate our contract/subscription.

WHO WE SHARE DATA WITH?

Your information will be shared internally for the purposes of the recruitment exercise. We do not share information about those seeking employment without consent unless the law and our policies allow us to do so. We share information with the following:

- Disclosure and Barring Service
- Occupational health and wellbeing providers
- Recruitment External Service Providers and Suppliers (e.g. to enable an organisation to provide the service we have contracted them for)

WHAT ARE YOUR RIGHTS?

As the data subject, you have specific rights in relation to the processing of your data. You have a legal right to:

- Request access to the personal data that Star Academies holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests must be submitted to the Data Protection Officer (on the contact details provided). Star Academies also has a *Subject Access Request Form* that may be obtained from all of its establishments. Star Academies will consider all requests in line with your legal rights and our legal obligations.

Where the processing of your data is based on your explicit consent, you have the right to withdraw your consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns>