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Privacy Notice for

Job Applicants

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| **POLICY INFORMATION SHEET** | |
| Title | Privacy Notice for Job Applicants |
| Source | School Bus |
| Document Owner | Human Resources |
| Approval Level |  |
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| Required on school websites | No |

**Statement of intent**

The Pope Francis Catholic Multi Academy Company is committed to protecting the health, safety and welfare of our employees.

Preventing stress is a major factor in maintaining the wellbeing of the school’s staff, which remains a key priority. In light of this, the PFMAC and its schools understands the importance of trying to reduce and deal with stress, and the factors that may cause our employees to become stressed.

The purpose of this policy is to outline the responsibilities of the PFMAC, its schools and staff members in supporting wellbeing and promoting mental health, and to advise employees on how to deal with mental health issues and prevent stress.

**Privacy Notice (How We Use Job Applicant**   
**Information)**

This Privacy Notice for job applicants explains how we collect, store and use personal data about individuals as part of our recruitment process. Our school is the ‘Data Controller’ as such, we are registered with the ICO (Information Commissioner’s Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number isZA267766**.** Our Data Protection Officer (DPO) is SchoolPro TLC Ltd (see ‘Contact’ below).

# The Categories of Job Applicant Information That We Process Include:

We collect a range of information about you, this includes:

* The Pope Francis Multi Academy Company, Addison Rd, Banbury OX16 9DG. Telephone: 01295 264216
* Relevant documentation which confirms your identification and proof of address.
* Details of your education, qualifications and training, including membership of professional bodies.
* Information about your current level of remuneration, including benefit entitlements.
* Information about your continuous service in Local Government Employment. Details of your skills, experience, current employment and previous employment.
* Details of relationships you may have with current employees within the Trust. Relevant information to enable us to undertake safer recruitment in education checks, including details of referees.
* Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
* Information about your entitlement to work in the UK.
* Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
* Information on any incidents or issues that may have been identified in online checks of publicly available information.

# **Why We Collect and Use Job Applicant Information**

We use job applicant data to:

* Take steps at your request prior to entering into a contract with you
* Enter into a contract with you
* Ensure that we are complying with our legal obligations

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. The Pope Francis Multi Academy Company will work within the conditions of [GDPR - Article 9](https://www.legislation.gov.uk/eur/2016/679/article/9) of the UK GDPR: (9.2a) explicit consent; (9.2b) 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; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

# **Collecting & Storing Job Applicant Information**

We collect this information in a variety of ways such as through application forms or CVs, and we will also collect personal data about you from third parties, such as references supplied by former employers. We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold.

We hold data securely in a range of different places for the set amount of time shown in our data retention schedule.

# **Who We Share Job Applicant Information With**

Your information will be shared internally for the purposes of the recruitment exercise. We will also share data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

# **Requesting Access to Your Personal Data**

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

Blessed George Napier (Banbury) [head.4600@bgn.oxon.sch.uk](mailto:head.4600@bgn.oxon.sch.uk)

St Joseph’s (Banbury) [headteacher.3825@st-josephs-banbury.oxon.sch.uk](mailto:headteacher.3825@st-josephs-banbury.oxon.sch.uk)

Holy Trinity (Chipping Norton) [head.3420@holy-trinity.oxon.sch.uk](mailto:head.3420@holy-trinity.oxon.sch.uk)

St Joseph’s (Carterton) [principal@sjc.oxon.sch.uk](mailto:principal@sjc.oxon.sch.uk)

St John’s (Banbury) [head.3350@st-johns-banbury.oxon.sch.uk](mailto:head.3350@st-johns-banbury.oxon.sch.uk)

St Gregory the Great (Oxford) [l.caldwell@stgregoryoxford.org.uk](mailto:l.caldwell@stgregoryoxford.org.uk)

St Joseph’s (Thame) [head@st-josephs.oxon.sch.uk](mailto:head@st-josephs.oxon.sch.uk)

Our Lady of Lourdes (Witney) [principal@ololwit.org.uk](mailto:principal@ololwit.org.uk)

Our Lady’s (Cowley) [tdavies@ourladyscowley.co.uk](mailto:tdavies@ourladyscowley.co.uk)

St John Fisher (Littlemore) [principal@stjohnfisher.co.uk](mailto:principal@stjohnfisher.co.uk)

St Thomas More (Kidlington) [head@stthomas-more.org.uk](mailto:head@stthomas-more.org.uk)

Depending on the lawful basis used for processing data (as identified above), you may also have the other rights as per the UK GDPR.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance.

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via [DPO@schoolpro.uk](mailto:DPO@schoolpro.uk).

If you are not happy with the outcome, you may raise a complaint with the Information Commissioner’s Office at <https://ico.org.uk/concerns/>, on 0303 123 1113, or by writing to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

# **Withdrawal of Consent and the Right to Lodge a Complaint**

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the relevant school as listed above

# **Last Updated**

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last reviewed annually and updated where changes to legislation is made

# **Contact & Full Privacy Notice**

If you would like to discuss anything in this privacy notice, please contact: HR@pfmac.org.uk