



Recruitment; Applicants Applying for a SAST Role

We are the Sherborne Area Schools Trust (SAST). As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to you is known as personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold your personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with your personal data is known as processing.

This notice sets out what personal data we will gather and hold about you when you apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

Contents

What information do we process during your application process?	1
Following shortlisting stage, and prior to making a final decision	2
Where do we get information from about during your application process?	2
Why do we use this information?	2
How long will we hold information in relation to your application?	3
Who will we share information with about your application?.....	3
Rights in relation to your personal data	3
Concerns	3
Contact	3

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- Information obtained during online checks of public domains to verify your suitability to work with children*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, online sites and social media platforms, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to assess your suitability to work with children
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary, this is usually 6 months. If you are successful then how long we need to hold on to any information will depend on type of information. We use retention guidelines for schools listed by the Information and Records Management Society.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal or HR advisors.

Rights in relation to your personal data

Individuals also have the right, in certain circumstances, to:

- have inaccurate or incomplete personal data about them rectified
- request the deletion or removal of personal data where there is no compelling reason for its continued processing. There are limitations and exceptions to this right which may entitle SAST to refuse your request.
- restrict processing of personal data where there is no compelling reason for its continued processing
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on them
- have your data transferred to another organisation
- object to the processing of their personal data.

If an individual wants to exercise any of these rights then they should contact dpo@sast.org.uk. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request then the individual will be notified of the reasons why in writing.

Concerns

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 by contacting our data protection officer, dpo@sast.org.uk

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
- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact:

Moiria Lyons-Montgomery
SAST Data Protection Officer
dpo@sast.org.uk