

The Brooke Weston Trust (the Trust) is the data controller for the personal data it uses and that used by its Academies.

This document tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

What Information do we collect and use about job applicants?

We collect many different categories of information, for example:

- Personal details
- Contact details
- Proof of your right to work in the UK
- Information entered on the application form
- CV
- Qualifications
- Details of your employment history including job titles, salary and working hours
- Details of your referees and references

As part of the recruitment process, we may look at your social media profiles, this is to comply with Keeping Children Safe in Education.

We also are required to collect and use information that is given additional protection under the data protection legislation, for example;

- Information regarding your criminal record as required by law to enable you to work with children
- Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs

The lawful basis on which we use this information

Depending on the purpose, our use of your information will be legal due to one of the following:

- Informed consent given by you [Article 6(1)(a)]
- To meet the terms of a contract
- To meet a legal requirement [Article 6(1)(c)]
- To protect the vital interests of you or someone else [Article 6(1)(d)]
- Delivering a public task [Article 6(1)(b)]

Where we use special category personal data we process this under the following exemptions from Section 9 of GDPR:

- Explicit consent given by you [Article 9(2)(a)]
- Information used in the field of employment [Article 9(2)(b)]

For example: Using information about ethnic origin for equality monitoring purposes

- To protect the vital interests of you or someone else [Article 9(2)(c)]

For example: providing details of any medical conditions you have in the event of an emergency

- For substantial public interest [Article 9(2)(g)]

For example: Using information about your health to ensure a safe working environment

Requesting access to your personal data

Under data protection legislation, data subjects have the right to request access to information about them that we hold. To make a request for your personal information contact the Trust Data Protection Officer on the details below. You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- To restrict processing.
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed and
- Claim compensation for damages caused by a breach of the Data Protection regulations
- Data Portability
- The right to withdraw consent.

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

Data Protection Officer (DPO)

The DPO is responsible for ensuring compliance with the Data Protection Legislation. The DPO is also the central point of contact for all data subjects and others in relation to matters of data protection. As allowed for by law Brooke Weston Trust employs a third-party service provider to act in this role. The current provider is:

Data Protection Education
1 Saltmore Farm
New Inn Road Hinxworth Baldock
SG7 5EZ

Named contact: James England
Telephone: 0800 0862018
Email: dpo@dataprotection.education

Questions?

Brooke Weston Trust is the Data Controller for all member schools. If you would like to discuss anything in this privacy notice, please contact the Trust Data Protection Officer using the details above.