

## **Recruitment Policy Notice**

### **Policy statement**

We are Humberstone Academy, part of the Odyssey Educational Trust.

As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “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 on to an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful.

This document sets out what personal data we will gather and hold about individuals who 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.

### **Principles.**

We will comply with data protection law and principles, which means that your data will be:

- used lawfully, fairly and in a transparent way;
- collected only for valid purposes that we have been clearly explained to you and not used in any way that is incompatible with those purposes;
- relevant to the purposes we have told you about and limited only to those purposes;
- kept securely, accurate and up to date;
- kept only as long as necessary for the purposes we have told you about.

### **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.

Your name, title, date of birth and contact details (i.e. address, home and mobile phone numbers, email address); details of your qualifications, training, experience, duties, employment history, your C.V., details about your referees, Criminal Record and DBS checks, Teacher Status, Driving License, Medical Fitness For Work Check, and Passport details.

You are required (by law or in order to enter into your contract of employment) to provide this information for 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 your application.

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.

### **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, and if employed for the duration of your working contract.

If unsuccessful we will keep your data for no more than six months.

For further details please see our Data Retention Policy.

### **Who will we share information with about your application?**

We may share your personal information with third parties where it is required by law, where it is necessary to administer the recruitment process or where we have another legitimate interest.

We may share information gathered during your application process with the Local Authority, or professional advisors such as legal and HR advisors. All third parties with whom we may share your information are required to take appropriate security measures to protect your personal information in line with our policies.

### **Data security**

We have put in place appropriate security measures to protect your personal information from being accidentally lost, used or accessed in any unauthorised ways.

We have procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

### **Rights in relation to your personal data**

All individuals have the right to request access to personal data that we hold about them.

To make a request for access to their personal data, individuals should contact:

Business Manager, Humberstone Academy, Main Street, Humberstone, Leicester, LE5 1AE

Email: [office@humberstoneacademy.co.uk](mailto:office@humberstoneacademy.co.uk)

You have the right to withdraw your consent to us processing your personal data for the purposes of the recruitment exercise at any time. If we receive notification that you have withdrawn your consent, we will no longer process your application and will dispose of your personal data securely.