



PRIVACY NOTICE FOR APPLICANTS

1. Scope

This privacy notice explains how we collect, store and use personal data about individuals who apply to work / train at Osprey Learning Trust.

As an employer, Osprey Learning Trust collects and processes your personal data for employment application purposes. We will process your personal data in accordance with General Data Protection Regulation (GDPR) and other relevant legislation, and not disclose your personal data to any other third party, unless allowed or required to by law.

This privacy notice applies to Osprey Learning Trust. However, some supplementary information relating to the processing that goes on at each individual school is available separately and can be obtained from the Trust DPO.

Osprey Learning Trust is committed to protecting the privacy of the individuals whose data we process and to undertaking all data processing in a lawful, open and transparent way.

2. The categories of applicant information that we collect

The categories of applicants and volunteer (including workplace apprenticeships) information that we collect, process, hold and share include, but is not limited to, the following:

- personal information (such as name, addresses, contact numbers, email address, teacher number and national insurance number)
- characteristics information (such as gender and age)
- qualifications (and, where relevant and subjects taught)
- recruitment information (such as copies of right to work documentation, references and Curriculum Vitae)
- image information (such as photographs and CCTV footage)

We may also collect, store and use information about you that falls into "special categories" under GDPR. This includes the following (where applicable):

- race
- ethnicity
- religious belief; and

- relevant medical information (such as disabilities, allergies)

3. Why we collect and use applicant information

We collect applicants data to:

- inform the development of recruitment and retention policies
- improving the management of workforce data across the sector
- enabling gender, ethnicity and disability monitoring
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- ensure the safety and welfare of our applicants; and
- to meet statutory reporting obligations

4. Collecting applicant information

We collect personal information via applications forms and data collection forms as and when required.

Applicants data is essential for operational use. Whilst the majority of personal information you provide to us is mandatory, some of it is requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

5. How long applicant information will be kept

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please contact the Trust DPO.

6. Who we share applicant information with

In order to protect the welfare of applicants, pupil and staff, we may share applicant information with:

- Health authorities
- Security organisations
- Law enforcement agencies and bodies (including Courts and Tribunals); and
- Next of kin

We do not share information about our applicants with anyone without consent unless the law and our policies allow us to do so.

7. Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

8. Requesting access to your personal data

Under the data protection legislation, you have the right to request access to information about you that we hold. You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- a right to seek redress, either through the ICO, or through the courts

To make a request for your personal information or to exercise your rights under GDPR, we invite you to fill in our Subject Access Request Form.

9. Complaints/ Concerns

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 the Information Commissioner's Office at <https://ico.org.uk/concerns/>

10. Contact

If you would like to discuss anything in this privacy notice, please contact the trust DPO. Our DPO (Data Protection Officer) is Mr Scott Deeming, and he can be contacted by email at: scott.deeming@teignmouth.devon.sch.uk, or by post to: the Osprey Learning Trust, Teignmouth Community School, Mill Lane, Teignmouth, Devon, TQ14 9BB.

Amendment Record

VERSION #	DATE	AMENDED BY	NATURE OF CHANGE
1	02/10/2018	A Webber / S Deeming	Policy creation
1.1	09/09/2019	S Deeming	Amendment to Trust name and logo
