



Leventhorpe
a business and enterprise academy

PRIVACY NOTICE FOR JOB APPLICANTS

As part of any recruitment process, Leventhorpe School collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Leventhorpe School is a mixed comprehensive secondary school (11 – 18) situated in the town of Sawbridgeworth, Hertfordshire. It is operated by Rivers Multi Academy Trust. The Trust is the Data Controller for the school. Our Data Protection Officer may be reached by contacting the dpo@leventhorpe.net in the first instance.

Rivers Multi Academy Trust is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.

What information do we collect?

Leventhorpe collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- copies of pre-vetting recruitment and identity checks including, where appropriate, Standard or Enhanced Disclosure and Barring Service Checks, Barred Lists Checks, prohibition checks / section 128 checks and disqualification checks, for example under the Childcare (Disqualification) Regulations 2009 and any further checks that are required if you have lived or worked outside the UK).

Leventhorpe may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties prior to interview using the contact information you have provided on the application form.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Leventhorpe process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

Leventhorpe has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Leventhorpe may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Leventhorpe may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and Senior Leadership Team, interviewers involved in the recruitment process, members of staff in the department with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, employment background checks providers to obtain necessary background checks.

How does Leventhorpe protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

How long does Leventhorpe keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 (six) months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed. Should you be unsuccessful in securing employment you will be asked when you are advised of the outcome of your application whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. For details of how we process employee data please see the Privacy Notice for School Employees available on the school's website.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Leventhorpe is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact our Data Protection Officer at dpo@leventhorpe.net.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Leventhorpe during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.