

Woodham Academy

Privacy notice for Applicants

This privacy notice explains how we collect, store and use personal data from job applicants. We, Eden Learning Trust t/a Woodham Academy, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Tina Taylor (Assistant Headteacher)

Who we are and what we do

We are Woodham Academy. We are an academy school, part of the Eden Learning Trust for children ages 11 – 16 years old. Our local authority is Durham County Council.

The personal data we collect and hold

We hold personal data from applicants to assess their suitability for a role within the school. We may also receive data about applicants from previous employers and nominated referees.

Personal data that we may collect, use, store and share (when appropriate) about applicants includes, but is not restricted to:

- Contact details, contact preferences, date of birth, identification documents
- Professional development records
- Pay information
- Safeguarding information including criminal convictions
- Health information
- Characteristics, such as ethnic background, disability etc.,
- Employment history
- Education history
- Nominated referees

Why we use this data

We use this data to:

- Assess your suitability for a job
- Undertake safeguarding and other pre-employment checks
- Ask for references
- To share with agencies such as payroll and pensions

Our legal basis for using this data

We collect and use personal data on the basis of performing a public task (educating children).

On some occasions we may ask for consent to process data when its use is optional. On those occasions consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Collecting this information

We collect data from application forms, paper forms, online information, communication with yourself, information received from a third party (e.g. referees, colleagues, agencies)

How we store this data

We keep personal information about applicants during the selection and recruitment period. We may also keep it beyond this time at our school if this is necessary in order to comply with our legal obligations or if you agree that it may be retained for us to consider future job opportunities.

We will only retain the data we collect for as long as is necessary. This would be to satisfy the purpose for which it has been collected in accordance with our data retention policy. Please contact us if you would like further details on this policy.

The security of data and information is important to us. This is why we follow a range of security policies and procedures to control and safeguard access to and use of your personal information. This includes both physical and technical security and integrity of all data.

Examples of our security include:

- Encryption, meaning that information is hidden so that it cannot be read without access knowledge (such as a password). This is done with a secret code or what's called a 'cypher'. The hidden information is said to then be 'encrypted';
- Controlling access to systems and networks allows us to stop people who are not allowed to view your personal information from getting access to it;
- Training for our staff allows us to make them aware of how to handle information and how and when to report when something goes wrong;
- Regular testing of our technology and ways of working including keeping up to date on the latest security updates (commonly called patches);

How long we keep your data for

- applications for recruitment will be kept for 1 year unless you ask us to extend this,

Data sharing

We may share your personal information where we have a statutory obligation to do so, such as for the purposes of the prevention or detection of crime, for legal proceedings, or where you have requested us to share information.

If you would like confirmation of who we do share information with please contact us.

At no time will your information be passed to organisations external to us, or our partners for marketing or sales purposes, or for any other commercial use without your prior express consent.

Your information rights

Your Information Rights are set out in the law. Subject to some legal exceptions, you have the right to:

- Have any inaccuracies corrected;
- Have your personal data erased;
- Place a restriction on our processing of your data;
- Object to processing; and
- Request your data to be ported (data portability).

To learn more about these rights please see the ICO website.

To exercise any of these rights please contact the relevant service in the first instance.

You also have the right to request a copy of the personal information that the school holds about you. To do this, please ask the DPO (Tina Taylor)

If something goes wrong with your personal information, or you have questions about how we use it, please contact Tina Taylor (the Data Protection Officer)

If we have not been able to deal with your complaint, you can also contact the [Information Commissioner's Office](#)

Information Commissioner's Office
Wycliffe House,
Water Lane
Wilmslow, Cheshire SK9 5AF

Other rights

Individuals have rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: