

Privacy Notice (How we use information in the process of recruitment)

Elements Diocesan Learning Trust ('the Trust'), comprising the member schools and the central team, collects and processes personal data as part of our recruitment process.

We will gather and use information relating to the candidate.

Information that we hold in relation to individuals is known as their 'personal data'. We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom;
- to check that you are not prohibited from teaching (where applicable); and
- to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

This will include data that we obtain from the candidate directly and data about the candidate obtained from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if unsuccessful.

We are committed to being transparent about how we collect and use the data and to meeting our data protection obligations. This privacy notice will inform you about why we collect and process a range of information about you as part of our recruitment process.

The categories of recruitment information that we collect, process and share include:

Candidates

- personal information (such as name, address and contact details, employee or teacher number, details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts);
- special categories of data including characteristics information (such as gender, age, ethnic group);
- contract information (such as start dates, terms and conditions of your employment, hours worked, post, roles and salary information, information about entitlement to benefits such as pensions, information about your nationality and the entitlement to work in the UK);
- work absence information (such as number of absences and reasons);
- qualifications (such as skills, experience and employment history, where relevant, subjects taught);
- membership of professional bodies;
- details of driving licence (if relevant to the role);
- information about your criminal record;
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence);
- assessments of your performance (such as appraisals, performance reviews and ratings, performance improvement plans and related correspondence);

- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments);
- whether you are related to any member of our workforce;
- details of any support or assistance you may need to assist you at the interview because of a disability.

Recruitment

- last application date
- action taken date
- application notes
- candidate current job details
- application URL
- candidate status history and dates
- shortlisting notes
- online checks
- interview notes
- reason for rejection
- outcome information relating to interviews (including feedback and resulting recommendations)
- and other general candidate feedback

Why we collect and use recruitment information

We collect and process personal data relating to prospective employees to ensure that our safeguarding and safer recruitment protocols are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2018
- Keeping Children Safe in Education 2024
- Working Together to Safeguard Children 2024

The information collected also:

- enables individuals to be paid;
- informs the development of recruitment and retention policies;
- provides an accurate and up-to-date employment record with contact details (including details of who to contact in the event of an emergency);
- ensures that we comply with duties in relation to individuals with disabilities, meeting our obligations under health and safety law, and ensuring that employees are receiving the pay or other benefits to which they are entitled;
- ensures effective general HR and business administration;
- maintains and promotes equality in the workplace;
- enables the development of a comprehensive picture of the workforce and how it is deployed;
- improves the management of workforce data across the sector;
- allows better financial modelling and planning.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to employees with disabilities).

The lawful basis on which we process this information

We process this information under the following UK General Data Protection Articles:

6.1 (b) Processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

6.1 (c) Processing is necessary for compliance with a legal obligation to which the controller is subject. For example: The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act

6.1 (e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller. For example: The Education Act requires the collection of workforce data for the purpose of Departmental Census. Working together to Safeguard Children Guidelines (DfE).

9.2 (b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by domestic law or a collective agreement pursuant to domestic law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Collecting recruitment information

We collect personal information in a variety of ways. For example, data might be collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of employment; from correspondence with you; or through interviews, meetings or other assessment. These collection methods include paper copy application forms and applications via online/website portals such as Tribepad.

In some cases, we may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law (such as Disclosure and Barring Service (DBS)).

Will your personal data be sought from third parties?

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to prospective members of staff without the data subject's consent. Prospective staff members' personal data may be obtained and processed from third parties where the law requires us to do this, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- Medical Records
- References
- DBS – Criminal Records

Where data is obtained from third parties, the personal data originates from the following sources:

- Local GP – medical check to indicate fitness to work, such as ill health retirement referrals
- Disclosure and Barring Service – regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity

- Previous Employers – including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers
- Home Office – immigration status and information from related documents, such as your passport or other identification and immigration information
- Check a Teacher's Record – if you are a teacher, we will use the DfE Check a Teacher's Record service to verify your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts)

Storing this information

We hold data securely for the set amount of time shown in our data retention schedule. If you are successful then how long we need to hold on to any information will depend on the type of information. If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

Who we share this information with

Your information may be shared internally, including with those people responsible for HR and recruitment (including payroll), senior staff who you report to or who have supervisory/management responsibilities for you and business support and IT staff if access to the data is necessary for performance of their roles.

Some of the information we collect will be included in the Single Central Record of the school in which you are employed (or in the Single Central Record of the central team for centrally employed staff). In this scenario, the school or central team Privacy Notice (Workforce) in relation to data we collect, process, hold and share about you during your time with us, will be issued to you. We routinely share this information with:

- our local authority
- the Department for Education (DfE)
- relevant staff within Elements diocesan Learning Trust
- Tribepad
- PIMS
- MyHR
- Arbor (MIS)
- Kooth
- Services for Schools HR
- Occupational Health & Wellbeing Service
- Office for National Statistics
- Safesmart
- Evolve Advice

Why we share school and central team workforce information

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

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [Security policy framework - GOV.UK](#) For more information, please see 'How Government uses your data' section.

Elements Diocesan Learning Trust

We are required to share information about our workforce members with Elements Diocesan Learning Trust (our employer) as part of the process of fulfilling the data sharing requirements above.

Tribepad

We are required to share information about new workforce members with Tribepad for the purposes of receiving candidate information through application forms and for creating employment contracts for successful candidates through PIMS. In addition to their application form, the qualification certificates, next-of-kin information and HMRC starter checklist form of new workforce members are uploaded to Tribepad to enable them to be paid.

PIMS

We are required to share information about workforce members with PIMS for the purposes of storing HR and pay records. Information held in PIMS is that which is uploaded to Tribepad when a workforce member joins the Trust. MyHR We are required to share information about workforce members with MyHR for the purposes of providing them with access to their payslips and absence records.

Arbor

We use Arbor for the purposes of recording staff data, including categories of personal information such as contact details.

Kooth

We offer use of Kooth's anonymous digital mental health support platform.

Services 4 Schools

We use S4S for HR Consultancy

Occupational Health & Wellbeing Service

We use Occupational Health & Wellbeing Service for pre-employment medical clearance as required.

Office for National Statistics

We are required to complete an annual survey of hours and earnings on a sample of employees selected by the ONS.

RM

We use RM for secure cloud-to-cloud backup of online information and records held in Office 365, including that relating to employees.

Safesmart

We use the Safesmart system for health and safety monitoring, including accident and incident reporting.

Evolve Advice

We use the Evolve system for approval of offsite visit arrangements, including visit leader contact details.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2024.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

YourIG

Data Protection Officer Service

Dudley MBC

The Council House

Dudley

West Midlands

DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

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
- claim compensation for damages caused by a breach of the Data Protection regulations.

In line with statutory guidance, we will respond to Subject Access Requests within one calendar month. However, if the request is received during the school holiday, please be advised that we will treat this as receipt of the request on the first day back at school and will respond within one calendar month.

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 [Information Commissioner's Office \(ICO\)](#)

If you would like to discuss anything in this privacy notice, please contact:

YourIG

Data Protection Officer Service

Dudley MBC

The Council House Dudley West Midlands

DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

How to find out what personal information DfE hold about you

Under the terms of the UK Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

[Personal information charter - Department for Education - GOV.UK](#)