

## Privacy Notice



### Recruitment

This privacy notice describes, in general terms, the personal data being processed by WISE Academies Trust, Human Resources Department for the purposes of the General Data Protection Regulations and Data Protection Act 2018.

### Reasons/purposes for processing information

As part of any recruitment process, WISE Academies Trust collects and processes personal data relating to job applicants. The information we hold and process will be used to manage and administer the recruitment process. If you are successful in your application and begin to work for us, please refer to the Staff Privacy Notice, which can be accessed via Staff Portal.

### Legal basis for processing

WISE Academies Trust will use your information where you have provided formal consent and where there is a relevant legal basis to do so to enable us to comply with legal requirements of the recruitment process. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts. 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 also need to keep records of the process as we may need to respond to any legal proceedings.

If you do not provide the data required, we may be unable, in some circumstances, to comply with our obligations and we will tell you about the implications of that decision.

### Types of information processed

WISE Academies Trust collects a range of information about job applicants. 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
- details of any health condition and your medical fitness for the role; and
- information about your entitlement to work in the UK.

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WISE ACADEMIES HEAD OFFICE

BORODIN AVENUE, SUNDERLAND, SR5 4NX Tel 0191 7070125

E-mail [headoffice@wiseacademies.co.uk](mailto:headoffice@wiseacademies.co.uk) Website [www.wiseacademies.co.uk](http://www.wiseacademies.co.uk)

WISE Academies Ltd is a limited company registered in England and Wales, Company Registration No. 07521946  
Registered Offices: Borodin Avenue, Sunderland SR5 4NX. Chief Executive Officer : Mrs Z E Carr (OBE)

WISE Academies Trust may need to hold and process **special categories of data**, such as information about racial or ethnic origin, gender and sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants have a disability for which the organisation needs to make reasonable adjustments during the recruitment process. We process such information to carry out our obligations and exercise specific rights in relation to employment legislation.

Where it is not necessary to identify the data subject, we will use anonymised or pseudonymised data so that the data subject is not identified.

### **Source of the information**

Much of the information we hold will have been provided by you in your application form, CV or resumes; obtained from your passport or other identity documents; collected through interviews or other forms of assessment; and from information you provide in a medical questionnaire and if required from a medical professional; and (in some instances) completion of a Disclosure and Barring Service and other pre-employment checks undertaken on successful candidates.

We may also collect personal data about you from third parties, such as references supplied by former employers.

Your information 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).

### **Who has access to the information**

Employees working within Human resources and members of the recruitment panel may have access to the information, if it is a requirement of their role. Audit Risk and Assurance and Ofsted may have access in the course of their activities to provide assurance over the service being delivered. We only disclose information about you to third parties if we are legally obliged to do so as part of the recruitment process.

### **Keeping your information safe**

The WISE Academies Trust takes 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 proposer performance of their duties. All WISE employees have undergone training in the use, care, protection, handing of personal data and aware of and comply with WISE Academies Trust duties under GDPR.

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## How long will data be retained

WISE Academies Trust has agreed retention periods which set out the period of time your data will be retained. We have arrangements to make sure your personal data is securely destroyed when it is no longer needed. If your application for employment is unsuccessful, we will hold your information obtained during the recruitment process for 6 months after the end of the recruitment process and then securely destroyed. If your application for employment is successful, the information gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment and for a period of time after your employment ends.

## Your Individual Rights

You also have the right to ask:

- for a copy of the personal information we hold about you;
- to have inaccuracies corrected;
- to have your personal data erased (the right to be forgotten);
- to place a restriction on our processing of your data;
- to object to processing;
- to request your data to be transferred to another data controller (data portability); and
- not to be subject to a decision based solely on automated decision making and profiling.

You can exercise the above rights by contacting Human Resources Department or the Trusts Data Protection Officer.

For further information on WISE Academies Trust's protection policy and latest privacy notice please see:

<https://drive.google.com/file/d/1z80glPk3RAFDSa042I8R4icR0w66xBQk/view>

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: Jackie Weeks via email [dpo@wiseacademies.co.uk](mailto:dpo@wiseacademies.co.uk), telephone 0191 7070125 or post to WISE Academies, Head Office, Borodin Avenue, Sunderland, SR5 4NX.

You can also contact the Information Commissioner's Office: <https://ico.org.uk/> Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Telephone: 0303 123 1113 (local rate) or 01625 545 745 Fax: 01625 524 510

## Changes to the privacy notice

We may make changes to this privacy notice from time to time. This privacy notice was last reviewed on 10<sup>th</sup> February 2023.

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