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Privacy Notice
How We Use Information Provided by a Job Applicant

Under data protection law, individuals have a right to be informed about how Prosper Learning Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store and use personal data about individuals who apply for job vacancies at the Trust.

Prosper Learning Trust is a 'data controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways, which are compliant with data protection legislation.

Information we collect, process, hold and share and why we need it

The personal data we collect about you includes:

- Personal identifiers (your name, address, date of birth, National Insurance number etc)
- Previous job experience, qualifications and record (including employment references)
- Information about your ethnicity, disability, religious beliefs and sexual orientation (for the purposes of equality and diversity monitoring and reporting required to fulfil the Public Sector Equality Duty)
- Information about any criminal convictions you have
- Where relevant, information about your prohibition from teaching in the UK or European Economic Area
- Information about your right to work in the UK
- Relevant medical information which affects your employment
- References and online vetting check information
- CCTV footage is collected in some PLT properties

The trust is required to process your personal data and your special category data to take necessary steps to enter into an employment contract. The trust is also legally required to collect some information as defined by employment law and the Academy Trust's Funding Agreement with the Department for Education.

Who has access to your personal data?

Your information entered on the SAMpeople Recruit platform will only be made available to those who need it to perform the functions of their office or to do their job in relation to your employment. This includes shortlisting and interview/assessment panels and relevant administrative staff. The panels could include individuals from other organisations and we will tell you in advance if that it is the case.

Prosper Learning Trust is a charitable company limited by guarantee registered in England and Wales (company number: 11018923). Registered address: Drayton Road, Newcastle upon Tyne NE3 3RU.

Who do we share your personal data with?

In the case of successful applicants **only**, we will share your information with the following organisations:

- Newcastle City Council – provider of human resources, employee, payroll, Disclosure and Barring Service and occupational health services to the Trust
- OH3, an external Occupational Health provider who will undertake pre-employment health checks on behalf to the Trust

How long do we keep your personal data for?

We will keep your data in line with our Data Protection Policy and Retention Schedule (available on request from any of our school receptions). Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally, the information that the trust holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area we will ensure it has adequate protection from loss or unauthorised access in accordance with UK GDPR.

What rights do you have over your data?

Under UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- To be informed about how we process your personal data -this notice fulfils that obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted
- To object to your personal data being processed

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.

If you would like to discuss anything in this privacy notice or make a complaint please contact Victoria Hall, Data Protection Officer at admin@prosperlearningtrust.co.uk or 0191 6053899.

Alternatively, if we are unable to resolve your concerns, you can contact the Information Commissioner's Office:

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