Privacy Notice

Recruitment

Document Control

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Contents

About us....2
Why do we collect your personal data? 2
What personal data do we collect? 2
Lawful bases for processing 3
Who do we get your personal data from? 3
Who do we share your personal data with? 3
How long do we keep your data for? 4
How do we keep your data safe?....4
Your information rights....4
Information Commissioner's Office 5
Further Information 5

About us

Bourne Abbey C of E Primary Academy, Bourne Elsea Park C of E Primary Academy and Colsterworth C of E Primary School, as part of Abbey Academies Trust (the trust) is the "Controller" of the personal data provided to it. This means the trust is responsible for deciding how it holds and uses personal data about you in connection with the recruitment process.

This notice will explain how and why we use the information we gather about you when you apply to work with us.

Why do we collect your personal data?

We collect and use information about you to assess your eligibility to work with us. This includes, but is not limited to:

- Assess your skills, qualifications and suitability for a role within the trust
- Carry out background and reference checks
- Communicate with you about the recruitment process
- Maintain records relating to the recruitment process
- Comply with legal or regulatory requirements e.g. safer recruitment.

We will only collect information that we need to facilitate the recruitment process. As far as is reasonable and practicable, will ensure your information is accurate and kept up to date.

What personal data do we collect?

The information we collect about you is split into two categories that are determined by the definitions set out in law.

Personal data is information that identifies and relates to you, this may include:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Special category data is personal data which is considered more sensitive and private in nature. This is information about your:

- Race or ethnic origin

- Physical or mental health
- Religious or other beliefs
- Political opinions or affiliations
- Sex life or sexual orientation
- Trade union membership

Lawful bases for processing

We must ensure that we have a lawful basis to collect and use your information.

For successful applicants, the trust relies on:

- Entering into, and the performance of, an employment contract
- To comply with a legal obligation

For unsuccessful applicants, the trust relies on:

- performance of a public task in the public interest or an official function

If the information you provide includes special category data, this requires a further lawful basis, the trust relies on:

- Rights and obligations in relation to employment and social protection

Who do we get your personal data from?

We typically collect personal data in the following ways:

- Provided directly by you
- Provided by your named referees
- Provided by third parties.

In accordance with the trust's safer recruitment obligations, the trust will collect personal information about you from third parties. This will include obtaining references from your previous employer and from third parties such as the Disclosure and Barring Service (DBS) to ensure the relevant safeguarding checks are completed.

Who do we share your personal data with?

Where necessary, and where the law allows, we may share your personal data with the following categories of recipients:

- Internally within the trust
- Disclosure and Barring Service
- Previous employers or individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise
- Local authority
- Department for Education (DfE).

How long do we keep your data for?

We are required to retain your personal data for as long as is necessary in connection with the recruitment process, after which it will be securely destroyed in line with the trust's retention policy or the specific requirements of the organisation that has shared the data with us.

Details of unsuccessful applicants will be held for 6 months from last action. Details of successful applicants will be placed on their personnel file, at which time further privacy information will be made available setting out how an employee can expect the trust to process their personal data.

Retentions periods are defined within the trust's retention guidelines which are available on request.

How do we keep your data safe?

Your data is held securely and in accordance with the trust's Information Security Policy. The trust ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personal data is strictly controlled.

Data protection training is made available to all staff and there are policies in place that all staff are required to abide by when processing personal data.

Where personal data is processed outside of the UK, it is protected by adequate measures such as an adequacy decision or appropriate safeguards.

Your information rights

You have several rights in relation to the information that the trust holds about you:

- Access - You have the right to ask us for copies of your personal information.
- Rectification - You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
- Erasure - You have the right to ask us to erase your personal information in certain circumstances.
- Restriction of processing - You have the right to ask us to restrict the processing of your information in certain circumstances.
- Object to processing - You have the right to object to the processing of your personal data in certain circumstances.

- Data portability - You have the right to ask that we transfer the information you gave us to another organisation, or to you, in certain circumstances.

- Automated decisions and profiling – You have the right to prevent your information being processed and decisions being made about you solely by automated means (without any human involvement)

- Consent - where we have asked for your consent to process your personal data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month. Whilst we shall make every effort to respond within a timely manner, please allow for exceptions to this time period during school holidays.

Information Commissioner's Office

You can access further information about your rights and the trust's data protection obligations from the Information Commissioner's Office.

The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed.

For more information about the Information Commissioner's Office, please visit www.ico.org.uk.

Further Information

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

Duncan Pickering, DPO
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