

PRIVACY NOTICE FOR JOB APPLICANTS

Data controller:

The JCB Academy, Mill Street, Rocester, Staffordshire ST14 5JX

Telephone: 01889 506100

Email: office@jcbacademy.com

As part of any recruitment process, the academy collects and processes personal data relating to job applicants. The academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the academy collect?

The academy collects a range of information about you. 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, including benefit entitlements;
- whether you have a disability for which the academy needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK.

The academy collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The academy will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. To meet its legal obligations in relation to safer recruitment (Keeping Children Safe in Education), references will be sought if you are shortlisted. A criminal record check will only be sought if you are offered employment and you will be informed that the academy is doing so.

Data 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).

Why does the academy process personal data?

The academy needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the academy needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful job applicant's eligibility to work in the UK before employment starts.

The academy has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the academy to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The academy may also need to process data from job applicants to respond to and defend against legal claims.

Where the academy relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.

The academy processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Due to the nature of the academy's work, shortlisted job applicants must complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. All criminal convictions, cautions and bind overs must be declared regardless of when they occurred. In the event of a successful application, an Enhanced Disclosure will be sought from the Disclosure and Barring Service (DBS). As posts involve engaging in regulated activity, the Children's Barred List will also be checked.

The academy will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process and the Principal.

The academy will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The academy will then share your data with the Disclosure and Barring Service to obtain necessary criminal records checks.

The academy will not transfer your data outside the UK.

How does the academy protect data?

The academy takes the security of your data seriously and has 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 proper performance of their duties.

For how long does the academy keep data?

If your application for employment is unsuccessful, the academy will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the academy to change incorrect or incomplete data;
- require the academy to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the academy is relying on its legitimate interests as the legal ground for processing; and
- ask the academy to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the academy's legitimate grounds for processing data.

You can make a subject access request by emailing office@jcbacademy.com

If you believe that the academy has not complied with your data protection rights, you can complain to the [Information Commissioner](#).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the academy during the recruitment process. However, if you do not provide the information, the academy may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.