



The Lionheart Educational Trust

Privacy notice for Job Applicants

The personal data we hold

As part of your application to join the Lionheart Educational Trust, we may collect, hold, share, and otherwise use the following personal data, including special category data, about you during your application process.

Up to and including shortlisting stage:

- your name and contact details (i.e. address, phone numbers, email address);
- details of your qualifications, training, experience, and employment history (including job titles, salary, relevant dates and working hours), details of driving license (if relevant)
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- copies of right to work in the UK documentation;
- copies of identification;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance required at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;
- confirmation of your academic and professional qualifications;
- information provided about any unspent and unprotected criminal records;
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- medical check to indicate fitness to work;
- a copy of your driving license (if relevant)
- equal opportunities' monitoring data;
- shortlisting and interview panel notes;
- Photographs and CCTV images captured in school

If you are applying for a teaching role, we will check:

- your teacher status with the Teaching Regulation Agency, whether you are subject to a prohibition from teaching order, and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions)
- The School may also collect, use store and share (when appropriate) information about criminal convictions and offences.

How long to we keep your data

Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our retention schedule and the processing purposes we state.

Why we use this data

The Trust collects and processes this for employment purposes to:

- enable the Trust to manage its recruitment process;
- facilitate Safer Recruitment, as part of the Trust's legal obligations towards safeguarding students;
- ensure the Trust is complying with its legal obligations in relation to the right to work in the UK;
- ensure a candidate is suitable for the role, including establishing relevant experience and qualifications;
- enter into an employment contract, should the candidate be successful;
- enable ethnicity and disability monitoring in accordance with the Equality Act;
- ensure reasonable adjustments can be made for disabled applicants;
- ensure a fair recruitment process has taken place.

Where does the Trust get your personal data from?

We obtain personal data about you from the following sources:

- from you when you provide your personal details during the application process for any position within the Trust;
- from a previous employer when references are provided to us;
- from your education provider or relevant professional body;
- from third parties or public authorities when carrying out pre-employment checks such as your fitness to work, your right to work in the UK and criminal records checks.

Our legal basis for using this data

We collect and process your personal data on the lawful basis of:

Article 6(1)(b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.

In applying for a role at the Trust applicants are seeking to enter into an employment contract. As such, the legal basis for processing your personal data is contractual because the information we hold, process and share during the recruitment process is in contemplation of entering into the employment contract and it allows us to take steps necessary to recruit you.

Article 6(1)(c) processing is necessary for compliance with a legal obligation to which the controller is subject.

The Trust has a legal obligation to check an applicant's entitlement to work in the UK.

Safer recruitment procedures in schools also require appropriate checks to be made on people who work with children.

The legal basis for processing special category personal data and criminal offence data are:

Article 9(2)(b) necessary for the purposes of carrying out the obligations and exercising specific rights of the controller in the field of employment;

- Employment, social security and social protection

Article 9(2)(g) necessary for reasons of substantial public interest.

- Statutory etc and government purposes
- Equality of opportunity or treatment
- Preventing or detecting unlawful acts
- Support for individuals with a particular disability or medical condition
- Safeguarding of children and of individuals at risk

Who might we share your data with?

The Trust will share data with the following individuals and organisations where the law and our policies allow us to do so:

- other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the Senior Leadership Team, Governors, HR (including payroll) and line managers.
- third parties when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.
- third parties that process data on the School's behalf, for example, in connection with occupational health services.
- auditors and payment providers, such as Kajima, SagePay and Evolve etc.

Further Information

If you have a concern about the way we are collecting or using your personal data, or if you think any of the data that we hold on you is incorrect, misleading or inappropriate, we ask that you please contact our Data Protection Officer.

Full details of your rights and how to enforce your rights are included on the Trust's main privacy webpage.

Lionheart Educational Trust,
C/O Beauchamp City Sixth Form,
South Albion Street,
Leicester, LE1 6JL
Telephone: 0116 2729148

E-mail: DPO@lionhearttrust.org.uk