

## Recruitment Privacy Notice

### Introduction

We, Birmingham Diocesan Multi-Academy Trust, are the 'controllers' of the information which we collect about you ('personal data'). Being controllers of your personal data, we are responsible for how your data is processed. The word 'process' covers most things related to personal data, including collection, storage, use and destruction of that data.

This notice explains why and how we process your data, and explains the rights you have around your data, including the right to access it, and to object to the way it is processed. Please see the section on 'Requesting access to your data' for more information.

Birmingham Diocesan Multi-Academy Trust Schools:

Austrey C of E Primary School – Warwickshire  
 Christ Church, Church of England, Secondary Academy – Yardley Wood  
 Coleshill Church of England Primary School – Coleshill (North Warwickshire)  
 Hawkesley Church Primary Academy – Kings Norton  
 Holy Trinity Church of England Primary Academy – Handsworth  
 Lady Katherine Leveson - Solihull  
 Nethersole Church of England Primary Academy – Polesworth (North Warwickshire)  
 Nonsuch Primary – Woodgate Valley  
 Newton Regis Church of England Primary School – Tamworth (Staffordshire)  
 Quinton Church Primary School  
 St. Clement's Church of England Primary Academy – Nechells  
 St George's Church of England Primary Academy – Edgbaston  
 St George's Church of England Primary Academy – Newtown  
 St Margaret's Church of England Primary School - Solihull  
 St Michael's Church of England Primary Academy – Handsworth  
 St Michael's Church of England Primary Academy – Bartley Green  
 Warton Nethersole's C.E. Primary School - Tamworth (Staffordshire)  
 Woodside Church of England Primary School – Warwickshire

We are an education organisation and our contact details are:

Address:	1 Colmore Row, Birmingham, B3 2BJ
Email:	<a href="mailto:enquiries@bdmatschools.com">enquiries@bdmatschools.com</a>
Telephone number:	0121 426 0403

Your personal information, supplied for the purposes of recruitment will be held and processed by Woodside Primary School. The Birmingham Diocesan Multi Academy Trust



remains the controller of this information. This also includes situations where it is collected or processed by third parties on our behalf, including Times Education Supplement.

The Department's Data Protection Officer can be contacted at: [DPO@bdmat.org.uk](mailto:DPO@bdmat.org.uk)

This Recruitment Privacy Notice covers recruitment of the following types:

- Permanent or fixed term appointments in one of our central departments
- Permanent or fixed term appointments in one of our schools
- Apprentices

### **The data we collect**

The personal data we may collect from you includes:

- contact details such as name, title, addresses, telephone numbers, and personal email addresses
- copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills
- evidence of how you meet the requirements of the job, including references and qualifications
- evidence of your right to work in the UK and immigration status
- diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation, disability and other 'special category data'
- information about your health, including any medical needs or conditions
- other information required for some applications
- if you contact us regarding your application, a record of that correspondence
- details of your use of our recruitment tools and services, such as your candidate profile and alerts for vacancies
- the status of your application and updates on how it moves forward

### **The lawful basis for processing your information**

BDMAT or one of its schools collects, processes and shares personal information to enable it to carry out its statutory and other functions. For the purposes of recruitment, this is covered under:

**Contract** Processing your data is necessary to move your application forward before signing a contract of work. This concerns employment or pre-employment checks.

**Legal obligation** The law requires BDMAT to check that candidates are entitled to work in the UK.



**Public task** When we carry out DBS, and prohibition checks we have to process personal data to perform a task that's in the public interest or in the exercise of our official authority.

**Processing criminal convictions and sensitive information** We collect, use and hold sensitive information such as criminal convictions on the lawful bases of contract, legal obligation and public task.

### **Processing special category data**

Personal data is defined as 'special category' when it reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership. It includes: - genetic data - biometric data that uniquely identifies a person - data concerning health - data concerning someone's sex life or sexual orientation

We process this data when it's necessary for reasons of substantial public interest for the exercise of our functions. This applies to information about criminal convictions, allegations and offences during baseline security clearance checks.

Where we process special category data about you, we rely on the following lawful basis:

- Article 9(2)(b) which relates to carrying out our obligations and exercising our rights in employment and the safeguarding of your fundamental rights.
- Article 9(2)(h) for the purposes of preventative or occupational medicine and assessing your working capacity as an employee
- Article 9(2)(f) for the establishment, exercise or defence of legal claims

In addition, we rely on processing conditions at Schedule 1 part 1 paragraph 1 and Schedule 1 part 1 paragraph 2(2)(a) and (b) of the Data Protection Act 2018. These relate to the processing of special category data for employment purposes, preventative or occupational medicine and the assessment of your working capacity as an employee.

### **Why we need your data**

We need your data in order to:

- move your application forward
- check that you're the right candidate for the role
- get in contact with you

### **How your personal information is collected**

We usually collect your personal information when you send it either directly to us at BDMAT or one of our schools or enter it in TES. We might also collect information from third parties.

These include:

- former employers and people named by candidates as references
- the Disclosure and Barring Service (DBS)
- other background check agencies
- other government departments

### **Data sharing**



- Personal information you provide in the recruitment process will be made available to all members of the interview panel.
- If you are successfully recruited, we will upload your details to our HR and payroll system.
- If employed in one of the schools you will be added to their Management Information System. Further information on data sharing for employees is available in our Workforce Privacy notice which can be located at [Privacy Policy - Birmingham Diocesan Multi-Academy Trust \(bdmatschools.com\)](https://bdmatschools.com/Privacy-Policy-Birmingham-Diocesan-Multi-Academy-Trust)
- As a member of staff you will sign a contract of employment.
- Where BDMAT central team is managing the recruitment on behalf of one of its schools, we will share your information with that school, who will become the data processor on behalf of BDMAT.

### **Pre-employment checks**

If your application is successful, in order to work in the BDMAT, we will need to establish your identity and you will need to go through a safeguarding clearance process.

You are required to provide the information necessary to carry out the pre-employment checks and relevant safeguarding clearance processes for the role before your appointment can be formally confirmed. Failure to provide the necessary information may mean we are unable to offer you an appointment.

### **Storing your information**

If unsuccessful in your application your personal data will be held for 6 months in line with our retention policy.

Successful candidates - your data will be held in compliance with our retention policy and our Workforce Privacy Notice both of which will be made available to you during the induction process.

### **Requesting access to your personal data**

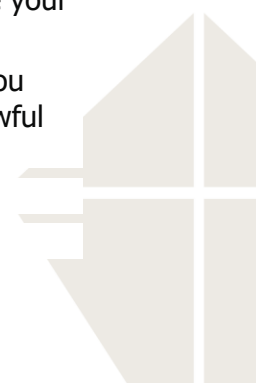
You have the right to request access to the personal information BDMAT holds about you. Details of how to make the request can be found by contacting our Head of School Support at: [M.Fullwood@bdmatschools.com](mailto:M.Fullwood@bdmatschools.com)

### **Other rights**

In certain circumstances, you have the right to:

1. object to and restrict the use of your personal information, or to ask to have your data deleted, or corrected.
2. The right to withdraw your consent to the processing of your data (where you have explicitly consented to the use of your personal data and that is the lawful basis for processing it).

### **Questions or concerns about personal data**



If you have any questions or concerns about the collection, use or disclosure of your personal information please contact the Data Protection Officer who can be contacted at: [DPO@bdmatrix.org.uk](mailto:DPO@bdmatrix.org.uk)

You have the right to complain to the Information Commissioner's Office (ICO) about the way BDMAT is handling your personal information. You can contact the ICO at:

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Telephone: 08456 30 60 60 or 01625 54 57 45  
Fax: 01625 524510

You can also [visit the Information Commissioner's Office website](#).

