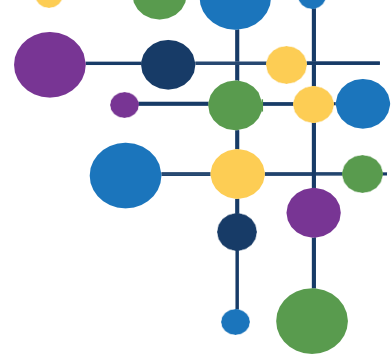


PROSPECTIVE EMPLOYEES PRIVACY NOTICE FOR USE WITHIN THE TRUST

Version	2.0
Name of policy writer	Jayne Newson
Date of last review	6 th February 2025
Next review date	June 2027
Approved by Directors or Delegated Authority	1 st June 2026





Contents

Introduction 2

The categories of information that we process 3

Why we collect and use your information 3

Collecting your information 3

Storing your information 4

Who we share your information with and why 4

The use of Artificial Intelligence (AI) 4

Requesting access to your personal data 4

The right to raise concerns, complaints or withdrawal of consent 5

Introduction

SHARE Multi-Academy Trust, whose registered office is at Shelley College, Huddersfield Road, Shelley, Huddersfield HD8 8NL is the data controller for the use of personal data in this privacy notice.

The trust is registered with the ICO under registration number ZA479462.

The trust has a Data Protection Officer whose contact details are set out below:

Jayne Newson – Data Protection Officer

Email: jayne.newson@sharemat.co.uk

Tel: 01484 955007

By post to:

Mrs J Newson
Data Protection Officer
Heaton Avenue, A SHARE Primary Academy
South Parade
Cleckheaton
West Yorkshire
BD19 3AE

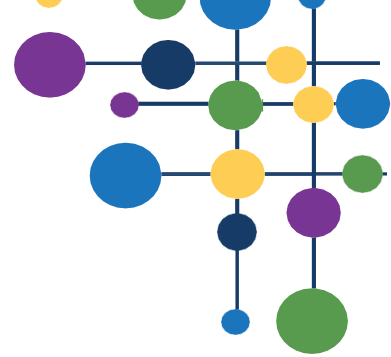
This privacy notice advises prospective employees of the trust’s data protection responsibilities on the collection and processing of their personal information.

We collect and process your personal data to assist in the running of the trust and its schools and to manage the employment relationship of, or otherwise manage, those who are engaged to work or perform services for us.

We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations. The trust processes personal data in accordance with UK GDPR, the Data Protection Act 2018, and other applicable UK data protection legislation, including relevant provisions under the Data (Use and Access) Act 2025.

We are required to explain how and why we collect such data and what we do with that information. This notice will also provide information about your personal information that is held and processed by us.





The categories of information that we process

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number, Teacher Reference number
- Characteristics information – e.g. gender, age, marital status, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references
- Criminal offence information

This list is not exhaustive.

Where processing is likely to result in a high risk to individuals' rights and freedoms, the trust carries out Data Protection Impact Assessments (DPIAs).

All third party processors handling personal data on behalf of the trust are subject to contractual data protection obligations.

Why we collect and use your information

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance.

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009
- For the purpose of informing the development of recruitment and retention policies, in accordance with the legal basis of public task
- For the purpose of reviewing our recruitment performance, in accordance with the legal basis of public task.

Some information we process is considered more sensitive under data protection law, such as criminal records information and safeguarding-related checks. We only use this information where the law allows us to do so and where it is necessary to meet our legal obligations, safeguarding responsibilities and recruitment requirements.

Where CCTV operates on trust or school sites for safety, security and crime prevention purposes, images of prospective employees may be captured. Access to footage is restricted to authorised personnel and is only accessed where there is a legitimate reason to do so. Retention periods are short and all images are stored securely.

Collecting your information

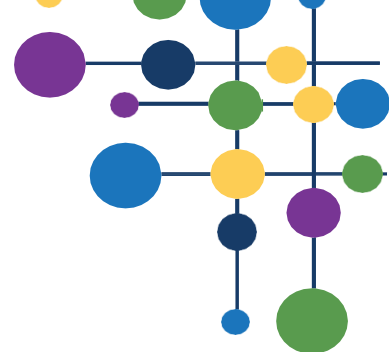
We collect your personal information via the following methods:

- Application forms
- Qualification and identity checks on attendance at interview
- Characteristics monitoring forms
- Online searches carried out for shortlisted candidates.

Data relating to prospective employees is essential for the trust's operational use. Whilst



most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.



Storing your information

We take the security of personal data very seriously. Data is stored in the UK/Ireland, however some service providers may process limited personal data outside the UK. Where this occurs, appropriate safeguards are applied in accordance with UK GDPR. We have internal policies and controls in place to try to ensure that data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We hold data securely for the set amount of time shown in our data retention schedule which is aligned with the IRMS Management Toolkit. For more information on our data retention schedule and how we keep your data safe, please visit our data protection policies available on SHARE Multi-Academy Trust's website.

Who we share your information with and why

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

In addition to the above, we regularly share information with a number of contracted third parties in order to fulfil the contract we have with you and to carry out our public task of running the trust and its schools safely and effectively. These documents are available on request from the trust's data protection officer at Jayne.newson@sharemat.co.uk.

The use of Artificial Intelligence (AI)

The trust may use approved AI tools to support administrative activities. AI tools are not used to make solely automated decisions about prospective employees. Any use of AI involving personal data is subject to human oversight, security controls and data protection safeguards. The trust currently uses Microsoft 365 Copilot within its secure Microsoft environment.

Further information about the use of AI can be found in the SHARE MAT Artificial Intelligence Policy & Procedure.

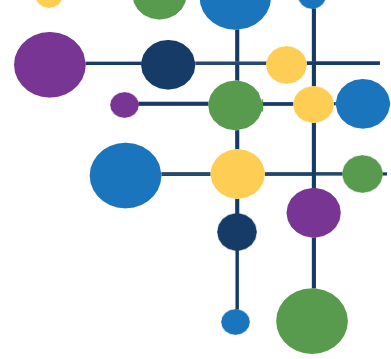
Requesting access to your personal data

Under UK GDPR, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the trust's Data Protection Officer, whose contact details are set out at the beginning of this privacy notice.

You also have the right to:

- Restrict our processing of your personal data, i.e. permitting its storage but no further processing
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics





- Have your personal data rectified if it is inaccurate or incomplete
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

We will normally respond to information rights requests within one calendar month.

The right to raise concerns, complaints or withdrawal of consent

If you have any concerns about the way we collect or process your data or you would like to discuss anything in this privacy notice, please contact the Data Protection Officer in the first instance.

You can also contact the Information Commissioner’s Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK’s independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

Where we are processing your personal data with your consent, you have the right to withdraw that consent. This only applies where consent is the lawful basis and does not affect statutory processing.

If you require further information about how we and/or the DfE store and use your personal data, please visit our [website](#) where you can find the latest version of our Data Protection Policy, or the Gov.UK website, (<https://www.gov.uk/guidance/data-protectionhow-we-collect-and-share-research-data>).

If you require this privacy notice in an alternative format, please contact the Data Protection Officer.

Schedule of Amendment

Version	Amendment
1.0	New version
2.0	Strengthened the document in terms of AI governance, CCTV transparency, international transfers and DUAA 2025 awareness and technical wording amended to be more reader friendly

