



Privacy Notice – Prospective Employees

Policy Code:	HR35
Policy Start Date:	July 2025
Policy Review Date:	March 2026

1. Introduction

We process personal data relating to prospective employees, who wish to apply for roles within CIT. This data is required to enable the Trust to select employees as part of the recruitment process.

2. The categories of prospective employee information that we collect, process, hold and share include:

- Personal information – e.g. name, contact details, National Insurance number.
- Special categories of data including characteristics information – e.g. gender, age, ethnicity, health data.
- Qualifications (and, where relevant, the subjects taught).
- Recruitment information – e.g. documentation relating to employment checks, identity checks, DBS checks, social media checks, references.
- Medical information (such as medical conditions, food allergies or medication needed in an emergency).
- Contact information (such as previous employer details, referee email addresses and telephone numbers).
- Vehicle information – including make, model and registration plate.
- Onboarding information – e.g. bank account details, emergency contact details.

3. Why we collect and use this information

We collect and use prospective employee data to:

- To inform the development of recruitment and retention policies.
- To facilitate safer recruitment.
- To review our recruitment performance.
- To progress prospective employees through the recruitment process.

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are, under Article 6; (1e) public task, (1c) legal obligation, (1b) contract and (1a) consent.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR; (2g) Substantial public interest, (2h) health or social care, (2b) employment, social security and social protection purposes, (2f) legal claims and (2c) vital interests.

4. How we collect this information

We collect prospective employees' personal information via the following methods:

- Online application platforms.
- Application forms.
- Information provided direct from applicants and referees.
- Third party providers - e.g. companies who act on our behalf to complete safer recruitment checks, recruitment agencies, apprenticeship providers.

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.

5. How to we store this information

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the Trust's Records Management Policy.

6. Who do we share this information with

We routinely share this information with:

- Ofsted.
- Third party providers who complete safer recruitment checks on our behalf.

7. Why do we share this information

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

Sharing with Ofsted

We share information about prospective employees with Ofsted to evidence the Trust's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

8. What are your rights

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- 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.

If you want to request access to the personal information we hold about you, please contact our Data Protection Officer (DPO):

Sarah Fardell

Email: DPO@citacademies.co.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the Trust's DPO in the first instance. You can also contact the ICO at:

<https://ico.org.uk/concerns>.

9. How to withdraw consent and lodge complaints

Where the Trust processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how the Trust uses your personal data, you should let us know by contacting the DPO:

Sarah Fardell

Email: DPO@citacademies.co.uk

10. How can you find out more information

If you would like to discuss anything in this privacy notice, please contact the DPO using the contact details above.

If you require further information about how we and/or the DfE store and use your personal data, please refer to the gov.uk website:

<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>

or review our Data Protection Policy and Records Management Policy.