



David Ross Education Trust  

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Broadening Horizons

## Privacy Notice – Applicants





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## 4.2 The Categories of Personal Data DRET Holds

4.2.1 We process data relating to those who we employ, or otherwise engage, to work at our Academies and Head Office. The nature of the personal data we collect, depends on the position you are applying for and the stage of the recruitment process you reach.

4.2.2 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Personal information, including name, contact details, date of birth, email address and other personally identifiable data which is required in order to process your job application.
- Characteristics, such as race, ethnicity, nationality and sexual orientation.
- Financial information, such as your National Insurance Number.
- Recruitment information, including copies of right to work documentation references and other information included in a CV or cover letter or as part of the application process.
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships.
- Health, including any medical conditions and sickness records.
- Other, including a copy of your driving licence or passport.

## 4.3 Why DRET Uses this Data

4.3.1 The purpose of processing this data is to help the Trust and its Academies recruit the right person for the role we have advertised. The personal information I used for various reason, including

- Match your details with job vacancies, to assist us in finding a position that is most suitable for you.
- Facilitate safer recruitment, as part of our safeguarding obligations towards students.
- Inform our recruitment and retention policies.
- Enable ethnicity and disability monitoring.
- Fulfil contractual obligations with any third parties.
- To answer any enquiries, you may during the recruitment and onboarding process.

## 4.4 Our Lawful Basis for Using this Data

4.4.1 We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered with you.
- Comply with a legal obligation in the field of employment, social security and social protection law.





We only share the personal data with them that is necessary for the services they provide and they will only process that data in accordance with our instructions.

- 4.7.4 We will never rent or sell your data to any third party for their own marketing purposes and we will only disclose your data to another third party without your express consent when we are legally required to do so.
- 4.7.5 As part of the recruitment process we may share your personal information (including sensitive personal information) with one or more of our Academies in order to identify suitable jobs. In such cases we only share information with selected persons of said school/academy.
- 4.7.6 We may also release personal information to regulatory or law enforcement agencies, if they require us to do so.

#### 4.8 Data Usage

4.8.1 When you visit our careers website we may automatically collect information including:

- Information about your visit, including which areas users access most frequently and which services are most popular.





