



## Privacy Notice – Recruitment

### UK General Data Protection Regulations (GDPR) 2018

Westcountry Schools Trust (WeST) is your potential employer. WeST controls the data which is processed on our behalf at your place of potential recruitment which is any one of the main bases that make up the Westcountry Schools Trust.

Please see Annex A for details of all WeST schools.

#### How we use your information

The purpose of this Privacy Notice is to inform you what personal information the Westcountry Schools Trust (WeST) collects from you, how and when it may be collected and what happens to it.

#### What information might we collect from you?

- personal information and contact details (for example your name, address, 'phone number, date of birth, next of kin, professional body registration number, bank details and national insurance number)
- special category of data (for example your ethnic group, health or criminal record)
- contract information (such as start dates, hours worked, post, roles and salary)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- details of education, employment history, referees and permission to work in the UK.

#### When it may be collected

We will start collecting information when you apply for a job with us and if we offer you a job, as part of the pre-employment checks we carry out. If you go on to become employed by us, there will be other times and situations during your employment when we will need to collect and process additional information so we can perform our contract of employment with you.

#### Why we collect and use your information

We collect and use your information for several reasons:

When you apply for a job, these include:

- To assess whether you meet the criteria required for the job/s
- To communicate with you throughout the process.

When you are offered a job, these include:

- To check you have the necessary permission to work in the UK
- To assess your suitability to work within any one of the main bases which make up the Westcountry Schools Trust.

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

We collect and process this information for one or more of the reasons permitted by law, including:

- To preform our contract of employment with you
- To comply with the law
- To access your working capacity.

Whilst most of the information we ask you to provide is essential to perform our recruitment checks or contract of employment with you or to comply with the law, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

## **Storing of Information**

In line with legal guidance where candidates have been unsuccessful during a recruitment process, we will destroy their data 6 months after the recruitment decision has been made unless alternative arrangements are agreed with individuals.

In most other cases we hold personal information for as long as you are employed with us to enable us to perform our contract with you. If you cease to be employed by us, we will hold your personal information for a period of 6 years.

## **Who we share your information with**

We routinely share this information with:

- The WeST Central Service Team
- Prospective employers where you have given your consent for them to request a reference from us
- The department of education (DfE) in relation to information on teaching staff

## **Why we share this information**

We will only share workforce information where there is an established legal basis for doing so. We do not share information about potential workforce members with anyone without specific consent unless the law and our policies allow us to do so.

## Data collection requirements

We do not process your information with countries outside of the UK or European Economic Area (EEA) without the safeguards being in place that are equivalent to the UK Data Protection legislation or the General Data Protection regulations (GDPR).

Most of the information we collect from you is stored on servers that are owned and maintained by the Trust.

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to

<https://www.gov.uk/education/data-collection-and-censuses-for-schools>

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, your local contact is the WeST Data Protection Officer (DPO). Requests should be made in writing; a form is provided on the GDPR pages of the Trust website at [www.westst.org.uk](http://www.westst.org.uk)

Subject access requests should be submitted to [dpo-west@westst.org.uk](mailto:dpo-west@westst.org.uk)

## Individual Rights

A data subject – a living individual that the personal data being processed relates to has the following additional rights under GDPR.

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way, we are collecting or using your personal data for our recruitment process we ask that you raise your concern with us in the first instance.

Alternatively, you can contact the Information Commissioner's Office at

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

## Further information

We hope that Westcountry Schools Trust can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by Westcountry Schools Trust, then you can contact the DPO on the details below:

Data Protection Officer: Judicium Consulting Limited

Address: 72 Cannon Street, London, EC4N 6AE

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Web: [www.judiciumeducation.co.uk](http://www.judiciumeducation.co.uk)

## Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

## Annex A

Westcountry Schools Trust Member	Site Address
Austin Farm Academy	Delamere Road, Eggbuckland, Plymouth PL6 5XQ
Arena Sports Partnership	Callington Library, Launceston Road, Callington, PL17 7DR
Ashburton Primary School	Whistley Hill, Ashburton, Newton Abbot. TQ13 7DW
Boringdon Primary School	Courtland Crescent, Plympton, Plymouth. PL7 4HJ
Buckfastleigh Primary School	Bossell Road, Buckfastleigh, Devon.TQ11 0DD
Callington Community College	Launceston Road, Callington, Cornwall. PL17 7DR
Camelford Primary School	Station Road, Camelford, Cornwall, PL32 9UE
Chaddlewood Primary School	Hemerdon Heights, Plympton, Plymouth. PL7 2EU
Coombe Dean School	Charnhill Way, Elburton, Plymouth. PL9 8ES
Eggbuckland Community College	Westcott Close, Plymouth PL6 5YB
Ermington Primary School	School Road, Ermington Ivybridge. PL21 9NH
Glen Park Primary School	Glen Road, Plympton, Plymouth. PL7 2DE
Hele's School	Seymour Road, Plympton, Plymouth. PL7 4LT
Holbeton Primary School	The Square, Holbeton, Devon. PL8 1LT
Ivybridge Community College	Harford Road, Ivybridge, Devon. PL21 0JA
Manor Primary School	Manor Way, Ivybridge PL21 9BG
Morley Meadow Primary School	51 Encombe Street , Plymstock, Plymouth. PL9 8TQ
Oreston Community Academy	27 Oreston Road, Plymstock, Plymouth. PL9 7JY
Otterham Primary School	Camelford, Cornwall, PL32 9YW
Plympton St Maurice Primary School	Plympton Hill, Plympton, Plymouth. PL7 1UB
Plymstock School	Church Road, Plymstock, Plymouth. PL9 9AZ

Sherford Vale School	Hercules Road, Sherford, Plymouth. PL9 8FA
Sir James Smith's School	School Bungalow, Dark Lane, Camelford, Cornwall, PL32 9UJ
South Dartmoor CC	Balland Lane, Ashburton, Devon. TQ13 7EW
St Breward Primary	St Breward, Bodmin, Cornwall, PL30 4LX
Stowford School	Exeter Road, Ivybridge, Devon. PL21 0BG
St Teath C P School	North Road, St Teath, Cornwall, PL30 3JX
Ugborough Primary School	Ugborough, Ivybridge. PL21 0NJ
Wembury Primary School	Knighton Road, Wembury, Plymouth. PL9 0EB
West Core Services Team	51 Encombe Street, Plymstock, Plymouth. PL9 8TQ
Woodlands Park Primary School	Abbot Road, Ivybridge, Devon. PL21 9TF
Woodford Primary School	Litchaton Way, Plympton, Plymouth. PL7 4RR
Yealmpton Primary School	Stray Park, Yealmpton, Plymouth. PL8 2HF

**Correct at: December 2024**