

JOB APPLICANT PRIVACY NOTICE

PRIVACY NOTICE FOR JOB APPLICANTS

Under data protection law, individuals have a right to be informed about how the school / trust uses any personal data held about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs within our trust.

We, Inspire Partnership, are the 'data controller' for the purposes of data protection law.

Contact details for our Data Protection Officer are contained within this notice.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

Please contact the trust should you wish to receive a copy of our employee privacy notice.

HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school. under the principle of the General Data Protection Regulations (GDPR) which states that data is used for "specified, explicit and legitimate purposes". Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify trust use of your data



COLLECTING THIS INFORMATION

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

STORING THIS INFORMATION

Personal data we collect as part of the job application process is stored in line with our data protection policy. When it is no longer required, we will delete your information in accordance with our Data Retention Policy.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information if required.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

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,

please submit a request in writing, either by letter or email to the Data Protection Officer including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- 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
- claim compensation for damages caused by a breach of the Data Protection regulations

Individuals have the right to complain about the way in which an organisation processes their personal data. This is the first stage, before the Information Commissioner will consider a personal data complaint. Please see our Complaints Policy for further information. Our Complaints Policy can be found on our [website](#).

There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the school / academy directly via the main office or the Trust centrally at enquiries@inspirepartnership.org.uk.



We will acknowledge your complaint within 30 days and respond without undue delay.

The ICO is contactable at:

www.ico.org.uk

Wycliffe House Water Lane, Wilmslow, Cheshire. SK9 5AF Telephone: 0303 123 1113

FURTHER INFORMATION

If you would like to discuss anything contained within this privacy notice, please contact:

WNATI Services - Data Protection Officer. % Inspire Partnership, High Street, Gawthorpe, Ossett WF5 9QP Email: dpo@wntai.co.uk

ARTIFICIAL INTELLIGENCE (AI)

We are harnessing the opportunities and benefits Artificial Intelligence (AI) can bring. The use of AI within our Trust is tightly controlled. We use AI to help automate some of the manual tasks we need to complete. AI helps us with data driven decision making, repetitive and rule-based tasks, and predictive analytics. We do not routinely use personal data when using AI. If we do use personal data, we ensure a Data Protection Impact Assessment has been completed to identify any risks in the process for data subjects.

USE OF AI IN RECRUITMENT AND SELECTION

As part of our commitment to 'Innovation' and 'Excellence' in our recruitment process, Inspire Partnership may use digital tools and platforms (such as our HR management systems) that incorporate Artificial Intelligence (AI) to assist in the administration and initial screening of applications. These tools help us manage high volumes of applications efficiently and ensure a 'Professional' and consistent experience for all candidates.

In alignment with the Data (Use and Access) Act 2025 and UK GDPR, we ensure that no candidate is subject to a decision based solely on automated processing that has a legal or significant effect on their application. We maintain a 'Human in the Loop' approach; all shortlisting and hiring decisions involve meaningful review by our recruitment panels. Your personal data is never used to train external AI models.

If you have concerns about the use of these tools, or wish to request human intervention or contest a decision at any stage at any stage of the process, please contact our HR or Compliance team.

