

'They will soar on wings like eagles ...'

Isaiah 40:31

collaborate | enrich | trust | innovate | aspire | nurture



Multi Academy Trust Policy

Common Trust Policy, Use as Published

Privacy Notice for Job Applicants

Date adopted by Trust Board: 23/05/2018

Date of Review: March 2026

Date of next Review: March 2028

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This privacy notice explains how Aquila, The Diocese of Canterbury Academies Trust collects, stores and uses personal information about individuals applying for jobs within our Trust schools.

Under UK data protection law (UK GDPR and the Data Protection Act 2018) individuals have the right to be informed about how their personal data is used.

1. Who We Are

Aquila, The Diocese of Canterbury Academies Trust is the data controller for personal information processed by schools within the Trust.

The Trust is registered with the Information Commissioner's Office (ICO) as a data controller.

Aquila, The Diocese of Canterbury Academies Trust
Suites 19 & 20 Motis Business Centre
Cheriton High Street
Folkestone
Kent CT19 4QJ

The Trust has appointed a Data Protection Officer (DPO) who oversees compliance with data protection legislation.

Data Protection Officer
Tracey Howard
Email: DPO@aquilatrust.co.uk
Telephone: 01303 905103

Individual schools within the Trust also have a Data Protection Representative who manages day-to-day data protection matters locally.

2. The Personal Data We Hold

During the recruitment process we may collect and process personal information about job applicants.

This may include:

Personal details

- Name
- Address
- Email address
- Telephone numbers

Recruitment information

- Application forms
- CVs and covering letters
- Interview notes and assessment results
- References from previous employers

Employment information

- Employment history
- Qualifications and training records
- Professional memberships

Identity and eligibility checks

- Right to work documentation
- Proof of identity

Safeguarding checks

- Disclosure and Barring Service (DBS) information

- Section 128 checks where applicable

Equal opportunities information

We may collect equalities monitoring information including:

- ethnicity
- gender
- disability status

This information is usually processed separately and anonymously for monitoring purposes.

Images and recordings

- CCTV images captured when visiting school premises during the recruitment process

3. Why We Use This Data

We use personal information about applicants in order to:

- assess suitability for employment
- verify qualifications and experience
- obtain references
- carry out safer recruitment checks
- comply with safeguarding obligations
- ensure appropriate adjustments are made during the recruitment process
- meet equalities monitoring requirements

If your application is successful, the information provided during the recruitment process will form part of your employment record.

4. Our Lawful Basis for Using This Data

Under UK data protection law we must have a lawful basis for processing personal data.

Most commonly we rely on:

- Legal obligation – to comply with employment and safeguarding legislation
- Public task – providing education and safeguarding pupils
- Contract – processing necessary to enter into an employment contract

Relevant legislation includes:

- UK GDPR and Data Protection Act 2018
- Education Act 2002
- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education statutory guidance

Special Category Data

Where we process more sensitive personal data (such as health information or ethnicity), we do so only where permitted under UK data protection law.

This may include processing necessary for:

- equality monitoring
- employment law obligations
- safeguarding requirements

5. Collecting This Data

Most information is provided directly by applicants during the recruitment process.

We may also obtain information from:

- referees
- previous employers
- recruitment agencies
- the Disclosure and Barring Service (DBS)
- professional bodies

Some information must be provided so that we can fulfil legal and safeguarding requirements.

6. How We Store This Data

Applicant data is stored securely in accordance with the Aquila Data Retention Policy.

If an application is unsuccessful, recruitment records are normally retained for a limited period to allow for any recruitment queries or legal claims.

If the application is successful, relevant information will be transferred to the individual's employment record.

We have security measures in place to prevent personal data from being:

- accidentally lost
- accessed without authorisation
- altered or disclosed improperly.

7. Who We Share Data With

We do not share applicant information with third parties unless it is necessary and lawful.

We may share personal data with:

Recruitment partners

Including recruitment agencies or online recruitment platforms.

Safeguarding organisations

Including the Disclosure and Barring Service (DBS).

Professional advisers

Such as legal advisers or auditors where necessary.

Service providers

Organisations providing recruitment or HR systems to the Trust.

These organisations process personal data under strict contractual agreements.

International Data Transfers

Where personal data is transferred outside the UK, we ensure appropriate safeguards are in place in accordance with UK data protection law.

8. Your Rights

Under UK data protection law individuals have rights including:

- the right to be informed about how personal data is used
- the right to access personal data (Subject Access Request)
- the right to request correction of inaccurate data
- the right to request deletion in certain circumstances
- the right to restrict processing
- the right to object to processing
- the right to withdraw consent where applicable

9. Complaints

If you have concerns about how your personal information is used, please contact the Trust's Data Protection Officer.

You can also complain to the Information Commissioner's Office (ICO): <https://ico.org.uk/concerns>

Telephone: 0303 123 1113

10. Contact Us

If you have any questions about this privacy notice or how personal data is processed, please contact:

Tracey Howard, DPO@aquilatrust.co.uk