



Policy 6883. Not6884 [(c)-1 its Academy Trust

Associated Policies:	GDPR Record of Processing Activities GDPR Data Retention Policy GDPR Freedom of Information Policy and Publication Schedule GDPR Data Breach Policy GDPR Data Protection Policy GDPR Electronic Info and Communications Policy GDPR Subject Access Request Policy Privacy Notices
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Version	Created	Ratified	Review Date
1.1	January2022	13 th February 2022	Janua

Version	Date	Author	Reason for change
V1.0	November2020	AE	New Trust document

4.2. We may also collect information after the shortlisting and interview stage in order to make a final decision on where to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance records and references provided by you

5. How we Collect this Information

5.1. We may collect this information from you, your referees, your education provider, relevant professional bodies the Home Office and from the DBS

6. How we Use your Information

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter into a contract with you
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation)
- Where it is needed in the public interest or for official purposes
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests
- Where you have provided your consent for us to process your personal data

6.2. Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

6.3. If you fail to provide certain information when requested, we may not be able to take steps to enter into a contract with you, or we may be prevented from complying with our legal obligations.

6.4. We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose

7. How we Use Particularly Sensitive Information

7.1. Sensitive personal information (as defined under the GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent
- Where we need to carry out our legal obligations in line with our data protection policy
- Where it is needed in the public interest, such as for equal opportunities monitoring
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent

8. Criminal Convictions

- 8.1. We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature

Data Protection Policy and other related GDPR Policies found on the Trust website;
www.lwlat.org.uk

12. Your Rights of Access, Correction, Erasure and Restriction

12.1. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances by law you have the right to:

- Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check

personal information which cannot be resolved by the LwLATCOQ 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

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

- 14.3. You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues.