



The Bishop Konstant Catholic Academy Trust

Learning Communities, Inspired by Faith

Privacy Notice for Applicants



The Bishop Konstant Catholic Academy Trust
St. Wilfrid's Catholic High School & Sixth Form
College, Cutsyke Road, Featherstone, WF7 6BD

Telephone: 01924 802285

Email: admin@bkcat.co.uk **Website:** www.bkcat.co.uk



Privacy Notice for Applicants - How we use information

The Bishop Konstant Catholic Academy Trust (the Trust) is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the application process, in accordance with the General Data Protection Regulation (GDPR). It applies to all applicants.

The Trust is a 'Data Controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and manner in which, your personal data is processed. We have a responsibility to you and will only collect and use this in ways which are compliant with data protection legislation.

The categories of information that we collect, hold and process include the following:

- Personal information (such as name and address)
- Recruitment information including copies of right to work documentation, references and other information included as part of the application process
- Qualifications and employment records, including work history, job title, working hours, training records and professional memberships
- Any information provided by your nominated referees or other relevant information you wish to provide us

We will also process certain 'special category' data about applicants, including;

- Race, ethnicity, sexual orientation and religious beliefs
- Disability and access requirements
- Criminal convictions and offences, held in the strictest of confidence

Why do we collect personal data?

We use this data to:

- Enable us to contact you during the recruitment process
- Enable us to establish relevant experience and qualifications
- To facilitate safe recruitment, as part of our safeguarding obligations towards pupils/students
- To monitor equality of opportunity
- To ensure appropriate access arrangements can be provided for candidates

We only collect and use personal information about you for legitimate purposes, in line with legislation. Most commonly, we process information:



- To allow us to take the necessary steps prior to potentially entering into a contract with you (such as inviting you to attend an interview for an advertised position)
- To comply with legal obligations placed upon us (such as a legal obligation to check your eligibility to work in the UK)
- To carry out a task in the public interest (such as to comply with the requirements of safer recruitment)

Whilst most of the information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To ensure that we comply with data protection legislation, we will inform you whether you are required to provide information or if this is optional.

Who do we share your personal data with?

We will not share information about job applicants with any third party without consent unless the law and our policies allow us to do so.

Closed Circuit Television

Some of our academies use Closed Circuit Television (CCTV) cameras for the purpose of monitoring our premises and to support pupil/student behavioural policies. There are visible signs showing that CCTV is in operation and images from the system are securely stored for a limited period of time and can only be accessed for legitimate purposes by authorised persons, designated to do so.

How long do we retain your personal data for?

Your information is retained for a limited period of time and is stored in line with the Trust Records Management Policy & Procedure.

What rights do you have over your data?

Under GDPR, you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This privacy notice fulfils this obligation
- To request access to your personal data that we hold and be provided with a copy of it. This is referred to as a 'Subject Access Request'
- To request that your personal data is amended if inaccurate or incomplete



- To request that your personal data is erased where that is no compelling reason for its continued processing
- To request that the processing of your personal data is restricted □ To object to your personal data being processed.

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

Please contact:

The Trust Data Protection Officer
The Bishop Konstant Catholic Academy Trust
St. Wilfrid's Catholic High School & Sixth Form College
Cutsyke Road
Featherstone
WF7 6BD

Telephone: 01924 802285
dpo@bkcat.co.uk

If we cannot resolve your concerns, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> to register your concerns about the way the Trust has handled your personal data.

Monitoring and Review of this Policy

The Trust shall be responsible for reviewing this policy from time to time to ensure that it meets legal requirements and reflects best practice.

The Bishop Konstant Catholic Academy Trust is an exempt charity regulated by the Secretary of State for Education. It is a company limited by guarantee registered in England and Wales, company number 8253770, whose registered office is at St. Wilfrid's Catholic High School & Sixth Form College, Cutsyke Road, Featherstone, WF7 6BD



Appendix 1: Definitions

Term	Definition
Personal data	<p>Any information relating to an identified, or identifiable, individual.</p> <p>This may include the individual's:</p> <ul style="list-style-type: none">• Name (including initials)• Identification number• Location data• Online identifier, such as a username <p>It may also include factors specific to the individual's physical, physiological, genetic, mental, economic, cultural or social identity.</p>
Special categories of personal data	<p>Personal data which is more sensitive and so needs more protection, including information about an individual's:</p> <ul style="list-style-type: none">• Racial or ethnic origin• Political opinions• Religious or philosophical beliefs• Trade union membership• Genetics• Biometrics (such as fingerprints, retina and iris patterns), where used for identification purposes• Health – physical or mental• Sex life or sexual orientation
Processing	<p>Anything done to personal data, such as collecting, recording, organising, structuring, storing, adapting, altering, retrieving, using, disseminating, erasing or destroying.</p> <p>Processing can be automated or manual.</p>
Data subject	<p>The identified or identifiable individual whose personal data is held or processed.</p>



Data controller	A person or organisation that determines the purposes and the means of processing of personal data.
Data processor	A person or other body, other than an employee of the data controller, who processes personal data on behalf of the data controller.
Personal data breach	A breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data.