**PRIVACY NOTICE FOR JOB APPLICANTS**

Woodland Academy 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 recruitment process, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

Successful candidates should refer to our Privacy Notice for Staff for information about how their personal data is processed during employment.

**Who Collects This Information**

The Trust is a “data controller.” This means we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this notice. This does not form part of any contract of employment, and we may update it at any time.

**Data Protection Principles**

We will comply with the data protection principles when collecting and using personal information, as set out in our Data Protection Policy.

**The Categories of Information That We Collect, Process, Hold and Share**

We may collect, store and use the following categories of personal information about you during the recruitment process:

* Personal information and contact details such as name, title, address, date of birth, marital status, phone numbers and personal email addresses.
* Information collected during the recruitment process including proof of right to work in the UK, application form, CV, and qualifications.
* Details of your employment history including job titles, salary and working hours.
* Information regarding your criminal record where required by law.
* Details of your referees and references.
* Your racial or ethnic origin, sex, sexual orientation, and religious or similar beliefs (for monitoring purposes).

After shortlisting and interview stage, we may also collect:

* References, qualification checks, information on conduct or performance issues (where disclosed), and online searches related to professional suitability.

**How We Collect This Information**

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

**How We Use Your Information**

We will only use your personal information when the law allows us to, most commonly:

* To take steps to enter into a contract with you.
* To comply with legal obligations (e.g. safeguarding legislation, employment law).
* Where it is needed in the public interest or for official purposes.
* Where it is necessary for our legitimate interests and your rights do not override these.
* Where you have provided consent.

The purpose of collecting your data is to enable safe recruitment, determine suitability for the role, carry out equal opportunities monitoring, and put in place appropriate access arrangements if required.

**Use of Artificial Intelligence (AI) in Recruitment**

As part of our recruitment process, we may use AI-assisted tools to support the shortlisting of candidates. These tools help us identify applicants who meet the essential criteria set out in the job description and person specification.

* AI is used **only as a support tool**; final shortlisting and selection decisions are always made by a member of staff.
* The system analyses application data against the stated requirements in a fair and consistent way.
* We regularly review and monitor the use of AI tools to ensure they are transparent, proportionate, and do not result in unfair bias.

You have the right to request human intervention if you are concerned about any decision made with the assistance of AI.

**How We Use Particularly Sensitive Information**

We may process “special category” data in limited circumstances, for example:

* With your explicit consent.
* Where needed to carry out our legal obligations.
* For equal opportunities monitoring.
* To assess working capacity on health grounds.

**Criminal Convictions**

We only collect information about criminal convictions where it is appropriate given the nature of the role and where legally permitted.

**Sharing Data**

We may share your data with third parties, including:

* Referees.
* Academic or regulatory bodies.
* The Local Authority (where legally required).
* The DBS.
* Recruitment and supply agencies (if applicable).
* Professional advisers.

Recipients of information are bound by confidentiality obligations and only use your data in line with the law.

**Retention Periods**

We only retain personal data for as long as necessary for recruitment purposes or as required by law. Full details are set out in our Data Retention Policy.

**Security**

We have measures in place to protect your personal information against loss, misuse or unauthorised access. Access is limited to those who have a legitimate business need.

**Your Rights**

You have the right to:

* Access your personal information (subject access request).
* Request correction of inaccurate data.
* Request erasure of your data where no longer needed.
* Restrict processing in certain circumstances.
* Object to processing in certain circumstances.
* Request data portability.
* Withdraw from the use of AI for shortlisting.

To exercise these rights, contact the HR Manager at **recruitment@watschools.org.uk**.

**Right to Withdraw Consent**

Where we rely on your consent, you may withdraw it at any time by contacting the HR Manager.

**How To Raise a Concern**

In the first instance, please contact the HR Manager with any concerns.

We have appointed a Data Protection Officer (DPO) to oversee compliance with this notice:

**Data Protection Officer:** Fusion HR  
Address: FusionHR, First Floor, Unit A, Cedar Court Office Park, Denby Dale Road, Wakefield, WF4 3FU  
Email: DPO@fusionbusiness.org.uk  
Web: [www.fusionbusiness.org.uk](http://www.fusionbusiness.org.uk)  
Lead Contact: Ben Cain

You also have the right to make a complaint to the Information Commissioner’s Office (ICO).