



## PRIVACY NOTICE - APPLICANTS

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Distributed to:	All office staff aware for recruitment - applicants	
Distributed by:	IT Manager	
Inform on completion:	CEO	

## REVISIONS

Version	Page/ Item No.	Description of Change	Approved On
1.0		First approval	13.02.2020
1.1	P3/1	Amended registered address for OWN Trust	06.06.2022
1.2		No substantive changes.	31.05.2024

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### 1. Who we are

OWN Trust is the employer for all schools within the Trust. For the purposes of Data Protection legislation, OWN Trust is the Data Controller. This means it is in charge of personal data about applicants.

The postal address of the Trust is:

OWN Trust  
Woodston Primary School,  
Celta Road  
Peterborough  
PE2 9ER

The Data Protection Officer for the Trust can be contacted at [dpo@own-trust.education](mailto:dpo@own-trust.education).

In this policy 'we' and 'us' means OWN Trust.

### 2. How we use your information as an applicant

We will process the data you have provided to use during the application process for recruitment purposes only.

This personal data includes identifiers such as names and national insurance numbers, previous employment information and qualifications. It will also include sensitive personal data such as ethnic group, and safeguarding information.

During the recruitment process we may receive information about you from a previous employer or an educational establishment that you have previously attended. You will know about this because you will have supplied us with the relevant contact details.

Collecting and using your information in this way is lawful because:

- The processing is necessary for the performance of your employment contract;

- The processing is necessary for the performance of a legal obligation to which OWN Trust is subject, for example our legal duty to safeguard pupils;
- The processing is necessary to protect the vital interests of others, i.e. to protect pupils from harm;
- The processing is necessary for the performance of our education function which is a function in the public interest.

When we collect personal information on our forms, we will make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the school / OWN Trust to collect it. If there is no legal requirement then we will explain why we need it and what the consequences are if it is not provided.

Once the recruitment process has been completed we will store and dispose of your data as outlined in our Data Protection Policy which is available on our website

[www.own-trust.education](http://www.own-trust.education)

If you are the successful candidate, following the recruitment process, we will process your personal details on our HR system to create log in details to our portal. At this point, you will be provided with all of the information about how we will process your data as a member of staff.

If you would like this information before this time, please ask the contact you have been given during the recruitment process.