



Privacy Notice for Job Applicants at Health Futures UTC

Who we are

We are Health Futures UTC, 350 High Street, West Bromwich. We are UTC for children aged 14 to 19. This privacy notice explains how we collect, store and use personal data about job applicants. We, Health Futures UTC are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR) and as such we are obliged to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it.

The categories of personal information that we collect, hold and share

- Name, address and contact details, including email address and telephone number, date of birth and gender;
- Terms and conditions of employment;
- Details of qualifications, skills, experience and employment history, including start and end dates, with previous employers:
- Information about marital status;
- Information about nationality and entitlement to work in the UK;
- Information about medical or health conditions, including whether or not the applicants have a disability for which Health Futures UTC needs to make reasonable adjustments;
- Equal opportunities monitoring information including information about the applicants' ethnic origin, sexual orientation, and religion or belief.

Health Futures UTC will collect this information through application forms completed by the candidate. We may also collect personal data from former employers, such as references, disciplinary actions and safeguarding concerns.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, held and shared. This will be provided to successful candidates by the Director of Operations at the time of the appointment.

Why we collect and use this information

Health Futures UTC needs to process personal data in order to aid the recruitment process by:

- Establishing relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

In some cases, Health Futures UTC needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's entitlement to work in the UK and it is a requirement to comply with equality and discrimination laws.

Processing applicants' data allows Health Futures UTC to:

- ensure that Health Futures UTC complies with duties in relation to individuals with disabilities
- helps Health Futures UTC to monitor equal opportunities

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to the applicants with disabilities). Where Health Futures UTC processes other special categories of personal data, such as information about ethnic origin, sexual orientation, religion or belief, this is for the purposes of equal opportunities monitoring. Data that Health Futures UTC uses for these purposes is anonymised or is collected with the express consent of the applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of deciding against this.

The lawful basis on which we use this information

Our lawful basis for collecting and processing workforce information is defined in the General Data Protection Regulations under Article 6.

The following elements of the article apply:

- a) Consent: where you have given Health Futures UTC clear consent to process your personal data for a specific purpose
- b) Contract: the processing is necessary for a contract you have with Health Futures UTC
- c) Legal obligation: the processing is necessary for Health Futures UTC to comply with the law
- d) Vital interests: the processing is necessary to protect someone's life.

Our lawful basis for collecting and processing workforce information is further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special category data.

The following elements of the article apply:

- a) Where you have given your explicit consent to the processing of personal data for one or more specified purposes
- b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law
- c) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the applicant.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing and protecting workforce data

Personal data we collect as part of the job application process is stored in line with our data protection policy and records management policy. When it is no longer required, we will delete your information in accordance with our records management policy.

If you require a copy of our records management policy prior to employment with us, you can request this by emailing our admin account at: admin@healthfuturesutc.co.uk.

As part of the recruitment process, data will be held for a period of 6 months for unsuccessful candidates.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

Who we share workforce information with

We do not share information about job application candidates with any third parties.

Please contact our Data Protection Lead (see contact details at the end of this privacy notice) who can provide you with further details of who we share workforce information with as recorded in our data mapping document.

Requesting access to your personal data and your data protection rights

Under data protection legislation, data subjects have the right to request access to information about them that we hold, through a Subject Access Request.

We will provide information in a way that is:

- Concise
- Transparent
- Intelligible
- Easily accessible
- Uses clear and plain language

If you would like to make a subject access request please contact our Data Protection Lead (see contact details at the end of this privacy notice).

Data subjects have the following rights with regards to their personal information, as follows:

- Confirmation that their personal data is being processed
- Access to a copy of the data

- The purpose of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure or restrictions, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- The safeguards provided if the data is being transferred internationally

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Lead (see contact details at the end of this privacy notice).

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Lead, Mrs Annette Guest via email to a.guest@healthfuturesutc.co.uk

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via GDPR@sips.co.uk:

Laura Hadley
Sue Courtney-Donovan
Amanda Moore

You can also report a concern online to the Information Commissioners Office at <https://ico.org.uk/concerns>

Telephone Number 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 12.

Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).