

Privacy Notice (How we use information in the process of recruitment)

Stour Vale Academy Trust ('the Trust'), comprising the member schools and settings and the central team, collects and processes personal data as part of our recruitment process. The Trust and individual member schools and settings are joint data controllers for the purposes of Data Protection law.

Stour Vale Academy Trust will gather and use information relating to the candidate.

Information that Stour Vale Academy Trust hold in relation to individuals is known as their 'personal data'. We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the Trust to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

This will include data that the Trust obtain from the candidate directly and data about the candidate obtained from other people and organisations. The Trust might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if unsuccessful.

The Trust is committed to being transparent about how we collect and use the data and to meeting our data protection obligations. This privacy notice will inform you about why the Trust collects and processes a range of information about you as part of our recruitment process.

The categories of recruitment information that we collect, process and share include:

Candidates

- personal information (such as name, address and contact details, employee or teacher number, details of your bank, national insurance number, information about your marital status, next of kin, dependants and emergency contacts);

- special categories of data including characteristics information (such as gender, age, ethnic group, religion and sexual orientation);
- contract information (such as start dates, terms and conditions of your employment, hours worked, post, roles and salary information, information about entitlement to benefits such as pensions, information about your nationality and the entitlement to work in the UK);
- work absence information (such as number of absences and reasons);
- qualifications (such as skills, experience and employment history, where relevant, subjects taught);
- membership of professional bodies;
- details of driving licence (if relevant to the role);
- information about your criminal record;
- details of any disciplinary or grievance procedures in which you have been involved (such as any warnings issued to you and related correspondence);
- assessments of your performance (such as appraisals, performance reviews and ratings, performance improvement plans and related correspondence);
- information about medical or health conditions (such as whether or not you have a disability for which the organisation needs to make reasonable adjustments);
- whether you are related to any member of our workforce in the Trust;
- details of any support or assistance you may need to assist you at the interview because of a disability.

Recruitment

- last application date
- action taken date
- application notes
- candidate current job details
- application URL
- candidate status history and dates
- shortlisting notes
- online checks
- interview notes
- reason for rejection
- outcome information relating to interviews (including feedback and resulting recommendations)
- and other general candidate feedback

Why we collect and use recruitment information

Stour Vale Academy Trust collects and processes personal data relating to prospective employees to ensure that our safeguarding and safer recruitment protocols are upheld.

Stour Vale Academy Trust process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006

- The Childcare (Disqualification) Regulations 2018
- Keeping Children Safe in Education (latest version)
- Working Together to Safeguard Children 2023

The information collected also:

- enables individuals to be paid;
- informs the development of recruitment and retention policies;
- provides an accurate and up-to-date employment record with contact details (including details of who to contact in the event of an emergency);
- ensures that the Trust complies with duties in relation to individuals with disabilities, meeting our obligations under health and safety law, and ensuring that employees are receiving the pay or other benefits to which they are entitled;
- ensures effective general HR and business administration;
- maintains and promotes equality in the workplace;
- enables the development of a comprehensive picture of the workforce and how it is deployed;
- improves the management of workforce data across the sector;
- allows better financial modelling and planning.

We may use artificial intelligence (AI) to support workforce administration, recruitment, and data analysis. This processing is carried out in line with our legal obligations and public task in delivering education services. AI tools assist staff but do not replace professional judgement, particularly in safeguarding and employment decisions. We do not make solely automated decisions that have a significant impact on individuals without informing them and providing appropriate safeguards. All AI use is subject to human oversight, data protection controls, and strict security measures. Where applicable, the Trust will undertake a data protection impact assessment.

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 employees with disabilities).

The lawful basis on which we process this information

We process this information under the following UK General Data Protection Articles:

6.1 (b) Processing is necessary for a contract you have with the individual, or because they have asked you to take specific steps before entering into a contract.

6.1 (c) Processing is necessary for compliance with a legal obligation to which the controller is subject.

For example: The Health and Safety at Work Act, Equality Act 2010, The Disability Discrimination Act

6.1 (e) Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller.

For example: The Education Act requires the collection of workforce data for the purpose of Departmental Census. Working together to Safeguard Children Guidelines (DfE).

9.2 (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 in so far as it is authorised by domestic law or a collective agreement pursuant to domestic law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Collecting recruitment information

Stour Vale Academy Trust collects personal information in a variety of ways. For example, data might be collected through application forms; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of employment; from correspondence with you; or through interviews, meetings or other assessment. These collection methods include paper copy application forms and applications via online/website portals such as MyNewTerm.

In some cases, the Trust may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law (such as Disclosure and Barring Service (DBS)).

Will your personal data be sought from third parties?

Personal data is only sought from the data subject. No third parties will be contacted to obtain personal data pertaining to prospective members of staff without the data subject's consent.

Prospective staff members' personal data may be obtained and processed from third parties where the law requires us to do this, e.g. medical records from a GP. The categories of data obtained and processed from third parties include:

- Medical Records
- References
- DBS – Criminal Records

Where data is obtained from third parties, the personal data originates from the following sources:

- Local GP – medical check to indicate fitness to work, such as ill health retirement referrals

- Disclosure and Barring Service – regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity
- Previous Employers – including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers
- Home Office – immigration status and information from related documents, such as your passport or other identification and immigration information
- Check a Teacher's Record – if you are a teacher, the Trust will use the DfE Check a Teacher's Record service to verify your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts)

Storing this information

We hold data securely for the set amount of time shown in our data retention schedule.

If you are successful then how long we need to hold on to any information will depend on the type of information.

If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

Who we share this information with

Your information may be shared internally, including with those people responsible for HR and recruitment (including payroll), senior staff who you report to or who have supervisory/management responsibilities for you and business support and IT staff if access to the data is necessary for performance of their roles.

Some of the information we collect will be included in the Single Central Record of the school or setting in which you are employed (or in the Single Central Record of the central team for centrally employed staff). The Privacy Notice (Workforce), explaining the data we collect, process, hold and share about you during your time with us, will be issued to you.

Stour Vale Academy Trust routinely shares this information with:

- our local authority
- the Department for Education (DfE)
- relevant staff within Stour Vale Academy Trust
- MyNewTerm
- iTrent/Neo People Management
- School MIS (*this may be SIMS or Arbor depending on your school*)
- Health Assured
- CareCheck
- Office for National Statistics
- AvePoint

- Civica Education Operations (Parago)
- Evolve Advice
- TES Educare
- Relevant staff within Halesowen College (*central team employees only*)

Why we share school, setting and central team workforce information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Local authority

We are required to share information about our workforce members with our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

Department for Education (DfE)

We are required to share information about our school employees with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All data is transferred securely and held by DfE under a combination of software and hardware controls which meet the current [government security policy framework](#).

For more information, please see 'How Government uses your data' section.

Stour Vale Academy Trust

We are required to share information about our workforce members with Stour Vale Academy Trust (our employer) as part of the process of fulfilling the data-sharing requirements above.

MyNewTerm

We use MyNewTerm for job advertisements, applicant tracking and hiring of individuals in accordance with safer recruitment requirements.

iTrent/Neo People Management

We are required to share information about workforce members with Neo People Management for the purposes of creating employment contracts for successful candidates through the HR information and payroll system iTrent. Information entered into the system is taken from new workforce members' application forms, qualification certificates, next-of-kin information and HMRC starter checklist forms to enable them to be paid. The system is also used to record absences and changes to roles, such as contract type or hours worked.

MIS

We use management information systems for the purposes of recording staff data, including categories of personal information such as contact details.

Health Assured

We offer use of Health Assured's anonymous mental health and wellness

support platform and Wisdom App to all staff. We use Health Assured for pre-employment medical clearance and occupational health referrals.

CareCheck

We use CareCheck, an umbrella body authorised by the Home Office, to process DBS applications.

Office for National Statistics

We are required to complete an annual survey of hours and earnings on a sample of workforce members selected by the ONS.

AvePoint

We use AvePoint for secure cloud-to-cloud backup of online information and records held in Office 365, including that relating to workforce members.

Civica Education Operations (Parago)

We use the Parago system for health and safety monitoring, including accident and incident reporting, and for recording annual declarations made.

Evolve Advice

We use the Evolve system for approval of offsite visit arrangements, including visit leader contact details.

TES Educare

We use TES Educare for online training courses to be completed by all workforce members.

Halesowen College

We are required to share DBS information about central team members with Halesowen College, our central team office base, for safeguarding purposes.

Last updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated in September 2026.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

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; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

In line with statutory guidance, we will respond to Subject Access Requests within one calendar month. However, if the request is received during the school holiday, we will liaise with the requestor to seek their agreement to treat receipt of the request as being on the first day back at school and will respond within the timescale outlined above.

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

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Data Use and Access Act 2025 (DUAA)

Under the Data Use and Access Act 2025 (DUAA), schools are required to provide an electronic complaints form for individuals who wish to raise complaints about how their personal data is handled.

If you have a complaint of this type, please complete the DUAA Complaints Form by clicking on this [link](#).

Contact

If you would like to discuss anything in this privacy notice, please contact:

**YourIG Data Protection Officer Service
Dudley MBC
The Council House
Dudley
West Midlands
DY1 1HF**

Email: YourIGDPOService@dudley.gov.uk

Tel: 01384 815607

How to find out what personal information DfE hold about you

Under the terms of the UK Data Protection Act 2018, you're entitled to ask the Department:

- if they are processing your personal data;
- for a description of the data they hold about you;
- the reasons they're holding it and any recipient it may be disclosed to;
- for a copy of your personal data and any details of its source.

If you want to see the personal data held about you by the Department, you should make a 'subject access request'. Further information on how to do this can be found within the Department's personal information charter that is published at the address below:

<https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>

To contact the department: <https://www.gov.uk/contact-dfe>