



4.0	April 2022	CBR	Amended to base on version from GDPR Sentry, Trust's external DPO service
3.0	Jan 2020	CBR	Moved DPO details to start of document to avoid applicants using DPO email address for submitting applications
2.0	Dec 2018	CBR	Trust name, amended formatting
1.0	May 2018	CBR	New document

If you apply to work at The Mead Educational Trust, we need to collect and use some

- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision:

- information about your previous academic and/or employment history, including details of any conduct or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;*

confirmation of your academic and professional qualifications (including seeing a copy of certificates);*

information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*

your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*

medical check to indicate fitness to work;*

a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*

if you are a teacher, we will check Teachers Services about 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 and EEA teacher sanctions);* and

equal opportunities' monitoring data.

* You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked * above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect will be included in your personal file and some information will be entered onto our Single Central Record. In this scenario, the privacy notice for staff will be issued to you.

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;

If you ask us, we must tell you if we are collecting or using your personal data.

If we are collecting or using your personal data, you have the following rights.

You have the right to view the personal data that we hold about you, to receive a copy of the data and to be given more information about the data including any transfer to countries who do not fall under the requirements of the GDPR.

Some information we hold cannot be accessed in this way. If you ask for information that is not available,

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. Alternatively, you can contact the Information