

### Use of Personal Data

Southway at the Rodillian Academy Limited (“Southway”) operates the Academy and is the Data Controller for personal data provided to Southway. As the Data Controller it decides the purposes which and the manner in which, any personal data relating to those who seek employment with Southway or seek a voluntary role with Southway. This Privacy Notice explains how we collect, store and use personal data about those who apply for work or voluntary positions with Southway.

The Company Secretary is our Data Protection Officer. Their role is to oversee and monitor our data processing practices. If you have any queries regarding anything in this Privacy Notice, please contact them by email at [amarham@rodillianacademy.co.uk](mailto:amarham@rodillianacademy.co.uk) or [DPO@rodillianacademytrust.co.uk](mailto:DPO@rodillianacademytrust.co.uk) or write to them at

Data Protection Officer  
Southway at the Rodillian Academy Limited  
The Featherstone Academy  
Pontefract Road  
Featherstone  
Pontefract  
West Yorkshire  
WF7 5AJ

### Why do we need your information?

Southway has the legal requirement and a legitimate interest to collect and process personal data relating to those that we are considering for both paid and unpaid roles with Southway.

We process personal data in order to meet the safeguarding requirements set out

- Funding Agreements with the Department for Education (“DfE”);
- [Safeguarding Vulnerable Groups Act 2006](#);
- The Guidance “Keeping Children Safe in Education”;
- [The Childcare \(Disqualification\) Regulations 2009](#)

The personal data of those seeking employment within Southway is also processed to help Southway recruit the right person for the role we have advertised. Personal information is also used for the following reasons:

- for employments checks (e.g. right to work in the UK and safeguarding checks);
- to inform the development of recruitment policies;
- to fulfil contractual obligations with third parties;
- to enable equalities monitoring and to ensure reasonable adjustments are made if required;
- to answer any queries applicants may have during the recruitment and on boarding process;
- to assess the quality of our services;
- to comply with the law regarding data sharing.

### Information that we collect, process, hold and share includes:

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Personal information (e.g. name, address, employee or teacher number, email address, phone number, national insurance number);
- Characteristics (e.g. race, gender);
- Special categories of data (e.g. ethnicity);
- Work history (e.g. previous employers, job roles);
- Reference information;
- Performance, attendance and disciplinary information;
- Financial information (e.g. salary information, National Insurance number);
- Education and qualifications;
- Training records and professional memberships;
- Proof of right to work (e.g. copies of documentation);
- Criminal record;
- Results of pre-employment screening checks (e.g. DBS checks, fitness for role health checks, vetting and due diligence checks);
- Health information (e.g. details of medical conditions and sickness records);
- Contract and payroll set-up information;
- Preferred method of contact and
- Career/role preferences.

### Collecting Recruitment information

Whilst the majority of the information that you provide to us is mandatory, some of it may be provided on a voluntary basis to undertake our recruitment process. In order to comply with data protection legislation, we will inform you when your consent is required. Personal data may be obtained and processed from third parties where the law requires us to do so.

### The Lawful Basis on which we process this Information

- Article 6 1(a) of the United Kingdom General Data Protection Regulation (“[GDPR](#)”) which allows processing for one or more specific purposes;
- Article 6 1(b) of the GDPR which allows processing that is necessary for a contract;
- Article 6 1(c) of the GDPR which allows processing that is necessary to comply with a legal obligation;
- Article 6 1(e) of the GDPR which allows processing that is carried out in the public interest;
- Article 6 1(f) of the GDPR which allows processing that is necessary for the purposes of a legitimate interest;
- Article 9 2(b) of the GDPR which allows the processing of special category data that is necessary for carrying out obligations in the fields of employment and social security and social protection law;
- Article 9 2(g) of the GDPR which allows the processing of special category data that is necessary for reasons of substantial public interest;

### Data Transferred outside the UK

Processors that we use may transfer and hold data outside of the UK. We will ensure that organisations that process personal data on our behalf only transfer data to countries that the UK Government deems as having adequate levels of protection in place and in accordance with UK Data Protection obligations. If a processor is found to be transferring data to a country that does not have adequate protections or to an organisation, then we will terminate our contract or other relationship with them.

### Who we share data with

Your information will be shared internally for the purposes of the recruitment exercise. We do not share information about those seeking employment without permission unless the law and our policies allow us to do so. We share information with the following:

- Disclosure and Barring Service
- Occupational health and wellbeing providers
- Recruitment External Service Providers and Suppliers (e.g. to enable an organisation to provide the service we have contracted them for)

### What are your Rights?

You have a legal right to:

- Request access to the personal data that Southway holds;
- Request that your personal data is amended if it is inaccurate or incomplete;
- Request that your personal data is erased where there is no legal basis for its continued processing;
- Request that the processing of your personal data is restricted;
- Object to your personal data being processed if it is likely to cause, or is causing, damage or distress.

Requests should be submitted to the Data Protection Officer (on the contact details provided). Southway will consider all requests in line with your legal rights and Southway's legal obligations.

Where the processing of data is based on explicit consent, there is a right to withdraw consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

If you have a concern about the way Southway is collecting or using your personal data, please raise the concern with the Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>