



## Success Academy Trust

### Privacy notice – Job Applicants

#### Introduction

When applying for a position in Success Academy Trust, as an organisation we are the data controller. That means we have a statutory responsibility to explain how we collect, manage, use, and store information about applicants.

You have a right to be informed about how Success Academy Trust uses any personal data that we collect about you. This privacy notice, and our data protection policy, explains our data usage when you apply for a job with us.

#### What information do we collect?

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

- name, address and contact details, including email address and telephone number
- copies of right to work documentation
- references
- evidence of qualifications
- information about your current role, level of remuneration, including benefit entitlements
- employment records, including work history, job titles, training records and professional memberships

We may also request and collect, use, store, and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- whether or not you have a disability for which Success Academy Trust needs to make reasonable adjustments during the recruitment process
- photographs and CCTV images captured in Success Academy Trust

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools/academies and social services, and the Disclosure and Barring Service in respect of criminal offence data.

We choose to conduct an online search as part of the application process.

Every school and academy have statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

## **Why we use this data?**

Success Academy Trust needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

Success Academy Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

Success Academy Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Success Academy Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Success Academy Trust may also need to process data from job applicants to respond to and defend against legal claims.

Success Academy Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Success Academy Trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Success Academy Trust is obliged to seek information about criminal convictions and offences. Where Success Academy Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Success Academy Trust will not use your data for any purpose other than the recruitment exercise for which you have applied.

## **How do we use the data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

Success Academy Trust will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate staff at Success Academy Trust, we will share your personal information for the above purposes as relevant and necessary with:

- your referees
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- where relevant and as required for some posts, the Teacher Regulation Authority checks

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

## **Use of Artificial Intelligence (AI)**

Success Academy Trust may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:

- enhancing learning experiences and personalising education
- automating routine administrative tasks
- supporting data analysis for school improvement
- monitoring safeguarding concerns and wellbeing indicators

AI systems used by the Trust are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.

AI tools do not make final decisions about individuals without human involvement. Any outputs from AI systems are reviewed and interpreted by staff before any action is taken.

A separate AI Privacy Notice is available and provides further detail about the types of AI used, the data involved, our legal basis for processing and how risks are managed. This document can be accessed via our website.

### **Automated Decision Making and Profiling**

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

### **Collecting this data**

Success Academy Trust we have a legal obligation to safeguard and protect our pupils and also staff, volunteers and visitors to our setting. We collect the data for specific purposes.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.

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

Most of the data we hold about you will come from you, but we may also hold data about you from:

- local authorities
- government departments or agencies
- police forces, courts, tribunals

### **How we store this data**

Success Academy Trust takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

We will dispose of your personal data securely when we no longer need it.

We keep applicant data for a period of up to 6 months if an applicant is not successful.

Successful applicants who secure a position then come within the Success Academy Trust workforce provisions.

### **Transferring data internationally**

We do not share personal information internationally.

### **Your rights**

You have a right to access and obtain a copy of your data on request.

You can:

- require Success Academy Trust to change incorrect or incomplete data
- require Success Academy Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Success Academy Trust office.

### **Complaints**

We take any complaints about our collection and use of personal information seriously.

Our complaints policy deals with the different stages of any complaint, and how this is managed within Success Academy Trust. You can also contact our Data Protection Lead.

If you believe that Success Academy Trust has not complied with your data protection rights, you can complain to the Information Commissioner's Office. The details are below.

Report a concern online at <https://ico.org.uk/make-a-complaint/>

Call: 0303 123 1113

Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

### **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.

Our data protection lead has day-to-day responsibility for data protection issues in Success Academy Trust.

### **Review**

Success Academy Trust will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

## **Introduction**

As a Multi Academy Trust we collect a significant amount of information about our pupils. We also collect data about parents, carers and emergency contacts that are linked to a pupil. This notice explains why we collect the information, how we use it, the type of information we collect and our lawful reasons to do so.

## **Why do we collect data?**

We collect and use pupil data to:

- fulfil our statutory obligations to safeguard and protect children and vulnerable people
- enable targeted, personalised learning for pupils
- manage behaviour and effective discipline
- monitor our effectiveness
- comply with our legal obligations to share data
- support pupils to fulfil their potential
- keep pupils, parents and carers informed about Academy events and Academy news

## **Our legal obligations**

We must make sure that information we collect and use about pupils is in line with the UK GDPR and Data Protection Act 2018. This means that we must have a lawful reason to collect the data, and that if we share that with another organisation or individual, we must have a legal basis to do so.

The lawful basis for Success Academy Trust to collect information comes from a variety of sources, such as the Education Act 1996, Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013, Article 6 and Article 9 of the UK GDPR.

The Department for Education (DfE) and Local Authorities (LA) require us to collect certain information and report back to them. This is called a 'public task' and is recognised in law as it is necessary to provide the information.

We also have obligations to collect data about children who are at risk of suffering harm, and to share that with other agencies who have a responsibility to safeguard children, such as the police and social care.

We also share information about pupils who may need or have an Education Health and Care Plan (or Statement of Special Educational Needs). Medical teams have access to some information about pupils, either by agreement or because the law says we must share that information, for example school nurses may visit the school.

## **Sharing information**

Other services, organisations and people we may share information with include:

- schools or academies that the students attend after leaving us
- relevant local authority/(ies)
- youth support services (students aged 13+)
- the Department for Education (DfE)
- the NHS as required
- school nursing service
- parent/carer
- suppliers and service providers
- health professionals
- health & social welfare organisations
- professional bodies

- charities and voluntary organisations
- auditors
- survey & research organisations
- social care organisations
- police forces and court services
- suppliers of software and apps that are used in the Success Academy Trust

We must keep up to date information about parents and carers for emergency contacts.

### **How we use the data**

In Success Academy Trust we also use various third-party tools to make sure that pupils best interests are advanced. We also record details about progress, attainment and pupil development to support future planning and learning.

We use data to manage and monitor pastoral needs and attendance/absences so that suitable strategies can be planned if required.

We use systems to take electronic payments for school meals. This includes financial software to manage school budgets, which may include some pupil data. We use software to track progress and attainment.

Data can be used to monitor Academy effectiveness, the impact of intervention and learning styles across groups of pupils as well as individual children.

We may use consultants, experts and other advisors to assist the school in fulfilling its obligations and to help run the Academy properly. We might need to share pupil information with them if this is relevant to their work.

We also use contact information to keep pupils, parents, carers up to date about Academy events.

### **Use of Artificial Intelligence (AI)**

The trust/academy/school may use AI technologies to support educational, administrative, and safeguarding functions. This includes, but is not limited to, tools that assist with:

- enhancing learning experiences and personalising education
- automating routine administrative tasks
- supporting data analysis for school improvement
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AI systems used by the trust/academy/school are subject to appropriate oversight and controls to ensure they comply with data protection laws and ethical standards.

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## **What type of data is collected?**

The DfE and government requires us to collect a lot of data by law, so that they can monitor and support schools and academies more widely, as well as checking on individual schools and academies effectiveness.

The categories of pupil information that the Academy collects, holds and shares include the following:

- personal information – e.g. names, dates of births, pupil numbers and addresses
- characteristics – e.g. ethnicity, vulnerability categories, language, nationality, country of birth and free school meal eligibility
- behaviour data
- attendance information – e.g. number of absences and absence reasons
- assessment information – e.g. national curriculum assessment results
- relevant medical information and social care
- information relating to SEND and health needs
- behavioural information – e.g. number of temporary exclusions
- CCTV, photos and video recordings

## **The National Pupil Database (NPD)**

The NPD is owned and managed by the DfE and contains information about pupils in schools/academies in England. It provides invaluable evidence on educational performance to inform independent research, as well as studies commissioned by the department. It is held in electronic format for statistical purposes. This information is securely collected from a range of sources including schools, local authorities and awarding bodies.

We are required by law, to provide information about our pupils to the DfE as part of statutory data collections such as the school census and early years' census. Some of this information is then stored in the NPD. The law that allows this is the Education (Information About Individual Pupils) (England) Regulations 2013.

To find out more about the pupil information we share with the department, for the purpose of data collections, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

To find out more about the NPD, go to <https://www.gov.uk/government/publications/national-pupil-database-user-guide-and-supporting-information>.

The department may share information about our pupils from the NPD with third parties who promote the education or well-being of children in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure the confidentiality of our data is maintained and there are stringent controls in place regarding access and use of the data. Decisions on whether DfE releases data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested: and
- the arrangements in place to store and handle the data

To be granted access to pupil information, organisations must comply with strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

For information about which organisations the department has provided pupil information, (and for which project), please visit the following website:

<https://www.gov.uk/government/publications/national-pupil-database-requests-received>

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

### **Immunisations and Vaccinations**

The Department for Education has issued guidance, updated in March 2025 explaining that schools must share information with the School Age Immunisation Services, who are commissioned by NHS England to deliver school-based immunisation programmes. Information that is to be shared on request includes a list of eligible children and young people and their parent or carer's contact details to the SAIS team.

The immunisation process is a matter of consent between the pupil, parent and or carer and the SAIS provider. Whilst the school do not take any active role in the process, where a young person wishes to be vaccinated on the day, but the consent form has not been returned, the school will make every effort to contact the parent/carer to seek verbal consent.

The obligation to share data is within public task and does not rely upon consent. It is mandatory for the school to share this information.

### **National Child Measurement Programme (NCMP)**

Local authorities are required to collect the height and weight of reception and year 6 children as set out within the following regulations:

[The Local Authorities \(Public Health Functions and Entry to Premises by Local Healthwatch Representatives\) Regulations 2013](#)

[The Local Authority \(Public Health, Health and Wellbeing Boards and Health Scrutiny\) Regulations 2013](#)

The statutory authorities provide the lawful basis for processing NCMP data under UK GDPR:

- compliance with a legal obligation
- performance of a task carried out in the public interest
- managing health or social care systems and services
- public interest in the area of public health
- processing for archiving, scientific or historical research or statistical purposes

Parental consent is therefore not the lawful basis for processing, so the school does not rely upon consent to share the relevant information to the NCMP providers.

### **Requesting access to your personal data**

Under data protection legislation, parents and pupils have the right to request access to information about them that we hold. To make a request for your personal information, or be given access to your child's educational record, contact our Data Protection Lead.

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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

### **Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law and with appropriate safeguards in place.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the Academy Data Protection Lead.

### **More information about data protection and our policies**

How we manage the data and our responsibilities to look after and share data is explained in our data protection policy, and connected policies, which are also available on our website.

If you feel that data about your child is not accurate, or no longer needed please contact the Academies office. Our complaints policy explains what to do if there is a dispute. Subject Access Requests are dealt with by the specific policy on the website.

### **Review**

The Academy Trust will update this privacy notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.