

GDPR Privacy Notice for Job Referees

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details and address
- Information relating to your job role – e.g. company/institution name, job title and responsibilities
- Assessment of a prospective employee's character – e.g. how long you have known them and, where appropriate, their performance
- Your relationship to the applicant – e.g. former employer, relative or other

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To facilitate safer recruitment
- To review our recruitment performance Under the UK GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:
- For the purpose of facilitating safer recruitment in accordance with the legal basis of public task.

How do we collect your information?

We collect your personal information via the following methods:

- Reference Pro-forma
- Questionnaires

We currently use My New term to collect data.

The collection of data via referees is essential for the trust's operational use and to achieve safer recruitment. The information you provide us with is requested on a voluntary basis. The information we collect from you is kept to a minimum in order to avoid overly burdensome reference checks and to respect your privacy. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if this is optional.

How do we store your information?

We create and maintain a file for each reference received. The information contained in this file is kept secure and is only used for purposes directly relevant to ensuring that a reference is satisfactory.

The data is kept in line with guidelines from The Information Record Management Society (<https://irms.org.uk/>)

Who do we share your information with?

Data obtained via a reference form will only be shared with those who are involved in the recruitment process. This may include staff, governors, and trustees. The trust will not share data with anyone who has no reason to access it, including the person for whom the reference is for.

Why do we share your information?

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

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- Ask to correct any incomplete or inaccurate data.
- Withdraw your consent to process your personal data at any time.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Complain to the ICO.

Contact

If you are concerned about the way we are collecting or using your information, please raise your concern with GDPR@isleeducationtrust-iet.co.uk

You can contact the ICO at <https://ico.org.uk/concerns/>