# Privacy Notice – Recruitment

**How we use information about individuals who apply to join the Trust**

| Version | Date | Author | Summary of Changes: |
|---|---|---|---|
| 7.0 | Nov 2026 | CJO | Page 3 – Addition of new section 'How we use artificial intelligence (AI). |
| 6.1 | Aug 2026 | CBR | Correction of a spelling mistake |
| Earlier versions available on request. | | | |

## Purpose of this Privacy Notice

If you apply to work at The Mead Educational Trust, we need to collect and use some information about you. We do this for a number of reasons. This privacy notice tells you what information we collect and use about you and why we use it. It is very important that information about you is kept safe and we explain in this privacy notice how we do this.

We also have a **Trust Data Protection Lead** and an external **Data Protection Officer** (DPO) service. They can answer questions you have about what the Trust does with your information. Please see the end of this privacy notice for their contact details.

## Policy Statement

As part of your application to join The Mead Educational Trust, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their **personal data**. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as **processing**.

Our use of personal data is covered by a set of rules called the General Data Protection Regulation (GDPR). These rules were brought into UK law in the Data Protection Act 2018.

This privacy notice tells you more about:

- The information we collect
- What we use the information for
- How your information is stored and how long we keep it
- What rights you have to the information

## What information do we process during the application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

*Up to and including shortlisting stage:*

- your name and contact details (i.e. address, home and mobile phone numbers, email address);

- 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, as well as the outcome of any required overseas checks*

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

- Publicly available online information may be reviewed for shortlisted candidates, in line with KCSIE, to meet safeguarding obligations. Only relevant data will be collected and handled securely.

- 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.

## Why we collect and use this information

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.

## How we use artificial intelligence (AI)

We may use artificial intelligence (AI) tools and systems to help staff carry out their work and support the services we provide. These tools are used in line with data protection legislation and our internal data protection, governance and risk management checks and approval processes. Where AI tools process personal data, this is done under the principles of fairness, transparency, and accountability, and only where a lawful basis applies. We do not use AI tools and systems for automated decision-making that has legal or similarly significant effects on individuals.

## Storing your personal data

We will hold information relating to your application only for as long as necessary. If you are successful, then how long we need to hold on to any information will depend on the type of information. For further detail please see our Data Retention Policy.

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

## Keeping your information safe

It is very important that only people who need to use your information can see it. The school keeps your information safe by:

- Securing our buildings and checking all visitors.
- Providing staff with lockable draws and cupboards so that information is locked away.
- Disposing of confidential paper documents safely by shredding them.
- Having secure electronic storage of information.
- Reminding staff to ensure that they are not overheard or their monitor is not viewed by anyone not authorised to know or see information about you.
- All employees are required to complete Data Protection eLearning.

## Sharing your personal data

We will not share information gathered during your application process with third parties, other than professional advisors such as legal and HR advisors or where necessary with external providers such as occupational health, the Disclosure and Barring Service (DBS), or other regulatory and pre-employment checking bodies who require limited personal information (e.g. name, address, date of birth) to complete statutory and safeguarding checks.

## Automated decision-making

Automated decision-making is the process of making a decision by automated means without any human involvement. We do not make decisions based solely on automated processing that have a significant effect. We may use automated tools to assist decision-making, but a human reviews and makes the final decision.

## Your rights to your personal data

You have rights relating to the personal data that we collect and use. Depending on the legal basis on which we are using the information, you have different rights. If we are using your personal data based on your consent, you can withdraw that consent and we will stop using that personal data. Withdrawing your consent will need to be recorded in writing: please contact the Data Protection Lead.

### The right to be informed

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.

### The right of access to your personal data

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, there may be other ways of accessing it and we can help you. However, please note that in line with guidance from the Information Commissioner's Office (ICO), confidential references provided for employment purposes are exempt from disclosure under a Subject Access Request (SAR).

To have access to your personal data you can contact the Trust Data Protection Lead whose details can be found at the end of this privacy notice.

### Other rights

You also have rights to ask us to correct inaccurate personal data, to ask us to stop using it or to object to us using it. For some data you may have the right to ask us to erase it or to provide it in an electronic format that you can give to someone else. For some personal data, if we are subjecting it to automated decision making, then you have the right to object to this.

You will be given full details of these rights if you request access to your personal data or you can ask the Data Protection Lead.

## Who to contact

The Trust has the responsibility to ensure that your personal data is protected. It is called the **data controller.** All members of TMET staff work for the data controller.

If you have a data protection query, we recommend that you contact the **Data Protection Lead**:

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| Trust Data Protection Lead: | Cathy Brown |
| Email address: | dpo@tmet.uk |
| Contact number: | 0116 214 3148 |
| Contact address: | The Mead Centre, 343 Gipsy Lane, Leicester, LE4 9DD |

Schools/trusts are also required to have someone called a **Data Protection Officer or DPO**. The DPO advises the Trust and school about issues to do with data protection, but can also help you, if you have a problem.

Our Data Protection Officer is:

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|---|---|
| Name of DPO: | GDPR Sentry Limited |
| email address: | support@gdprsentry.com |
| Contact number: | 0113 804 2035 |
| Contact address: | Unit 434 Birch Park, Thorp Arch Estate, Wetherby, West Yorkshire, LS23 7FG |

If you have any questions about this privacy notice, please contact the Trust Data Protection Lead or the Data Protection Officer.

## Concerns

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 Commissioner's Office at https://ico.org.uk/concerns/ or call 0303 123 1113.