Privacy Notice
Job Applicants
(how we use applicants' information)
v1.0

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data that is held about them. We, the Tenax Schools Trust, comply with this right by providing Privacy Notices to individuals where we are processing their personal data.

The Trust aims to ensure that all personal data is collected, stored and processed in accordance with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and other relevant legislation. The Tenax Schools Trust is the Data Controller for the purpose of the data protection law and is registered with the Information Commissioner's Office (ICO), the UK's regulatory body.

As part of our recruitment process, we collect and process personal data relating to all job applicants. This privacy notice explains how we collect, store and use personal data about individuals who make an application to work for our Trust.

If you are successful in your application and join the Trust, further information about how we process employees' personal data is set out in our Workforce Privacy Notice, which should be read alongside this notice.

The categories of personal information that we collect, process, hold and share

We will collect a range of information about you. This may include:
• Your name, address and contact details, including email address and telephone number
• Details of your qualifications, skills, experience and employment history
• Information about your current level of remuneration, including benefit entitlements
• Employment references,
• Information about your entitlement to work in the UK
• Any information that you provide us during interview, including interview notes
• Information providing you with the outcome of an interview selection process, including correspondence and any feedback given

The Trust may also collect, store and use the following 'special categories' of more sensitive personal information:
• Equal opportunities monitoring information about your ethnic origin, sexual orientation, health, religion or belief, marital status, gender reassignment and age.
• Whether or not you have a disability for which the Trust needs to make reasonable adjustments during the recruitment process
• Information about criminal convictions and offences

The Trust gathers this information from a variety of sources. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

At different stages of the recruitment process, we will also collect personal data about you from third parties, such as recruitment agencies, references supplied by former employers, or with appropriate

consent, current employers, information from employment background check providers and information from criminal records checks.

Why we collect and use this information

We need to process data, at your request, to enable decisions to be made about the possibility of entering into an employment contract with you, as well as for the purposes of entering into that contract, should you be appointed.

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

The Trust processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its legal obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, gender re-assignment and age status this is to fulfil our legal obligations to carry out equal opportunities monitoring as permitted by the Data Protection Act 2018.

Data that is used for equality purposes is anonymised for any publication purposes and is collected with the express consent of candidates, which can be withdrawn at any time.

Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing do so. This data is kept secure with limited access only by specific HR individuals. Equality data is not shared with line management or other employees. For candidates offered employment with the Trust, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its legal obligations in respect of safeguarding vulnerable groups and exercise specific rights in relation to employment/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct.

If your application is unsuccessful, the Trust may request to keep your personal data on file in case there are future employment opportunities for which you may be suited. The Trust will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting us on HR@tenaxschoolstrust.co.uk

Who has access to data

With the exception of the equality information, your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the faculty area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The Trust will not share your data with third parties (unless where recruitment agencies have been used), unless your application for employment is successful and it makes you an offer of employment. The Trust will then share your data with former employers to obtain references for you (unless already carried out pre-interview with your consent), employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

The Trust does not under normal circumstances transfer your data outside the European Economic Area (EEA).

If you are making your application from outside the EEA it may be necessary as part of the recruitment process for us to request information from recruitment agencies/referees/employment eligibility agencies who are outside the EEA. As with all data sharing arrangements efforts to maintain security of your personal data will be paramount.

Your consent will be sought for data sharing prior to it taking place outside the EEA. You are able to refuse/withdraw consent at any time. If you chose to refuse/withdraw consent we will not be able to proceed with your application if we are prevented from taking up references or confirming your suitability for the post.

Storing this information

If your application for employment is unsuccessful, the Trust will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the Trust to keep your personal data on file, the Trust will hold your data on file for consideration for future employment opportunities.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

Securing this information

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Your rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (Subject Access Request)
- Ask us to change any information we hold about you that you think is not accurate or complete
- Object to direct marketing
- Withdraw consent for processing or retaining data (where relevant)

Depending on our reason for processing or retaining your data, you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions that significantly affect you being made by automated means
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note, your request may delay or prevent us delivering a service to you.

If you would like to exercise a right, please contact the Data Protection Officer.

Contact details

If you have any questions or any concern about our data processing, please raise this with our Data Protection Officer in the first instance.

You can contact the Data Protection officer via email at DPO@tenaxschoolstrust.co.uk or write to Data Protection Officer, Tenax Schools Trust c/o Bennett Memorial Diocesan School, Culverden Down, Tunbridge Wells, TN4 9SH.

If you feel we have not used your information in the right way you have the right to complain to the Information Commissioner's Office at https://ico.org.uk/concerns/ or by telephone on 0303 1231113

Changes to this notice

We may need to update this privacy notice periodically. Any modification or amendment to this privacy notice will be applied to you and your data as of that revision date. This version was last updated 1 September 2026.