

Privacy Notice (How we use applicant/intern information)

This notice outlines what information we collect and hold about applicants/interns, what we use it for, how long we keep it and the lawful basis we have to doing all of the above. This information would ordinarily either be provided by the applicant/intern during the application process. Alternatively, it may be sent to us by the former school/college of an applicant/intern as part of the reference process.

The categories of applicant/intern information that we collect, hold and share include:

- Personal information (such as name, national insurance number and your image)
- Contact information (like your address, email address and phone number, plus the same for your next of kin)
- Characteristics (such as gender, age, ethnic group)
- Attendance information (such as sessions attended, number of absences and absence reasons)
- Assessment information (internal assessments of an applicant/intern's progress, examination results, qualifications)
- Relevant medical information (like allergies)
- Special educational needs information
- Safeguarding information (for example DBS checks)

Why we collect and use this information

We use the applicant/intern data:

- to support learning and development
- to monitor progress towards achieving paid employment
- to provide appropriate support
- to assess the quality of our services
- to comply with the law regarding data sharing
- to promote Project SEARCH Bradford in publicity material (for example our website and social media accounts)

The lawful basis on which we use this information

We collect and use most applicant/intern information in order to comply with our legal obligations and for reasons of substantial public interest. The legal obligations are imposed upon us by the Education Act 1996. Where we intend to use information for publicity purposes, we will always obtain opt-in consent from the applicant/intern.

Collecting applicant/intern information

We collect personal information via our application process and forms. This data is essential for Project SEARCH Bradford/ local authority's operational use. Whilst the majority of personal information you provide to us is mandatory, some of it may be requested on a voluntary basis. In order to comply with GDPR, we will inform you at the point of collection, whether you are required to provide certain information to us or if you have a choice in this.

Storing applicant/intern data

We hold data securely for the set amount of time shown in our data retention schedule. For more information on our data retention schedule and how we keep your data safe, please visit the Trust's website.

Who we share applicant/intern information with

We routinely share applicant/intern information with:

- employers that the interns have applied for employment with
- our local authority
- the Department for Education (DfE)
- Project SEARCH Bradford partners (Bradford Teaching Hospitals NHS Foundation Trust, hft, Travel Training Unit, University of Bradford).
- Project SEARCH.

Why we share applicant/intern information

We do not share information about our applicants/interns with anyone without consent unless the law and our policies allow us to do so.

How we keep your data safe when we share it

Information sent to the Department of Education, the Local Authority or to other Schools is transferred through secure portals that all parties have access to. Where information is shared to other parties it is sent through secure email.

Data collection requirements:

To find out more about the data collection requirements placed on us by the Department for Education (for example; via the school census) go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

Project SEARCH

Project SEARCH collects data from Project SEARCH settings via a secure database. This data is used to conduct research or analysis, produce statistics and provide information, advice and guidance. To find out more about the data collected and used by Project SEARCH, go to <https://www.dfnprojectsearch.org/privacy-policy/>.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact

team.data@southfieldgrange.org.uk

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
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer by emailing dpo@southfieldgrange.org.uk