



Recruitment Privacy Notice

At Rochdale Islamic Academy, we are committed to protecting the privacy and personal data of individuals who apply for positions with our school. This recruitment privacy notice explains the personal data we gather and hold, the purposes for processing that data, who we share this information with, and the rights of individuals in relation to their personal data processed by the school.

Personal Data Collected:

We may collect and hold the following types of personal data about job applicants:

- Contact information (e.g., name, address, email, phone number)
- Educational and professional background (e.g., CV, qualifications, references)
- Employment history
- Relevant skills, experience, and qualifications
- Interview notes and assessments
- Diversity and equal opportunities information (optional and anonymised)
- Medical check to indicate fitness for work.
- If you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers Services about your teacher status,
- Information via the DBS process, regarding your criminal record

Purpose of Data Processing:

We process this personal data for the following purposes:

- Assessing and evaluating job applications
- Verifying qualifications and employment history
- Contacting applicants regarding their application
- Carrying out pre-employment checks, such as DBS checks (Disclosure and Barring Service)
- Complying with legal obligations and regulatory requirements

Sharing of Information:

We may share your personal data with the following entities or individuals, only to the extent necessary for the purposes mentioned above:

- Relevant departments and personnel involved in the recruitment process.
- External third parties involved in the DBS check process, in compliance with legal obligations.
- Our management information system – RM Integris, for record-keeping and administrative purposes

Data Retention:

We will retain your personal data for as long as necessary to fulfil the purposes stated in this privacy notice, including any legal or regulatory requirements. Once the data is no longer needed, it will be securely deleted after six months.

Rights of Individuals:

As an applicant, you have certain rights regarding your personal data, including the right to:

- Access and obtain a copy of your personal data held by the school.
- Request rectification of any inaccurate or incomplete personal data
- Object to the processing of your personal data for specific purposes
- Request erasure of your personal data under certain circumstances
- Restrict the processing of your personal data.
- Withdraw consent, where applicable

Consent Statement:

By submitting your application, you acknowledge that you have read and understood this recruitment privacy notice and consent to the processing of your personal data for the purposes outlined herein. You also confirm that the information provided in your application is true, accurate, and complete to the best of your knowledge.

For further information or to exercise your rights, please contact our Data Protection Officer on admin@riag.org.uk

This privacy notice is effective as of 01/09/2023 and may be updated from time to time. Any significant changes will be communicated to you through appropriate channels.