



Privacy Notice - Applicants

As part of any recruitment process, the Sigma Trust collects and processes personal data relating to job applicants. The Sigma Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations

Why do we need your information? The Sigma Trust will only process personal data where there is a lawful basis to do so. We process personal data in order to meet the legal requirements set out in UK employment law and safeguarding requirements set out in childcare law, including those in relation to the following:

Contract Law

Academies legal framework



Consent

We do not need your consent if we use special categories of your personal information in accordance with our written policy to carry out our legal obligations or exercise specific rights in the field of employment law. In limited circumstances, we may approach you for your written consent to allow us to process certain particularly sensitive data. If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Data retention

Contact

If you have any questions about this privacy notice or about how we handle your personal information, please contact: Julie Eldridge (DPO), The Sigma Trust, Tendring Education Centre, Jaywick Lane, Clacton-on-Sea, Essex, CO16 8BE DPO@simagtrust.org.uk

Changes to this privacy notice

We may update this policy. We will notify you about significant changes in the way we treat personal information by placing a prominent notice on our web site.