

## Privacy & Cookies

### 1. What is 'Blue Octopus'?

Blue Octopus is the Cranmer Education Trust's recruitment and careers microsite (a type of website) provided to us by a third party but updated and managed by us.

Our microsite is provided and hosted for us by Blue Octopus Recruitment Ltd.

When we refer to "we" or "our" in this Privacy & Cookies notice we are referring to the Cranmer Education Trust as an employer, who is responsible for this microsite. The Trust is a registered data controller in the Information Commissioner's Public Register.

The Trust's Data Protection Policy and Privacy Notices can be located:  
[cranmereducationTrust.com/Trust-policies](http://cranmereducationTrust.com/Trust-policies)

### 2. How can I use this site?

You can use this site to:

- apply for advertised vacancies in our schools Trust
- find out more about job and career opportunities within our schools Trust;
- find out more about available jobs including teaching and support staff, and;
- to set up alerts to proactively receive information by email about jobs which may be of interest to you

### 3. What about links to other websites?

Our site may contain hyperlinks to other relevant websites which are outside of our Trust. Please be aware that there will be separate Privacy & Cookie policies for those sites.

We are not responsible for the protection and privacy of any information which you provide whilst visiting other sites which are not governed by our Privacy & Cookie notice.

### 4. How secure is my information?

We have a contract with Blue Octopus Ltd to provide a licence for this system. It is the responsibility of Trust staff to manage the content. The Trust, for the purposes of data protection legislation, is the "Data Controller" and Blue Octopus Ltd are the "Processor". Blue Octopus Ltd use industry standard security measures to safeguard your personal information and to ensure that it is collected and stored securely against unauthorised access in accordance with data protection law. They have in place appropriate technical and organisational measures to protect unauthorised or unlawful processing of, accidental loss or destruction of or damage to Personal Data. They engage as our Data Processor on our contractual instruction and terms and conditions.

### 5. What information will you collect about me?

We collect the information you submit as part of any application you complete on our microsite. We retain this information in line with our privacy notices ([cranmereducationTrust.com/Trust-policies](http://cranmereducationTrust.com/Trust-policies)).

If you decide to set up email alerts, we will only collect your name, email address and record any preferences you select in order to ensure you receive this service.

This is the only personal information we collect about you on this site.

We are committed to safeguarding your personal information. Whenever you provide such information, we are legally obliged to use it in line with all applicable laws concerning the protection of personal information, including the General data Protection Regulation (GDPR) and the Data Protection Act 2018 (these laws are referred to collectively in this Privacy and Cookies Policy as “data protection legislation”).

We use analytical cookies whilst you are browsing the site to tailor and improve the experience. Please note, you can disable cookies by opting out.

#### **6. How will you use the information collected from me?**

We will use your personal information to make recruitment decisions.

We will send you job alerts based on the preferences you have selected and any marketing information you may have agreed to receive.

#### **7. Will I be contacted for marketing purposes?**

We will only send you emails for marketing purposes, to promote new services, activities or content where you have expressly agreed to this.

#### **8. Will you share my personal information with third parties?**

We share the information you provide to us with Blue Octopus Ltd who are the “Data Processor”.

Your email address will only be used to provide the services you have requested.

No personal information about you will be shared with other third parties unless this is permitted or required by law (for example with law enforcement agencies where necessary for the purpose of a criminal investigation; for fraud prevention or detection, for the protection of public funds or for safeguarding children or protecting persons from harm).

#### **9. How long will you keep my personal information?**

We will retain your recruitment information in line with our privacy notices:  
[cranmereducationTrust.com/Trust-policies](http://cranmereducationTrust.com/Trust-policies)

We will only retain your email address for as long as you choose to receive email alerts. Once you unsubscribe or we become aware an email address is no longer active, the information is erased.

#### **10. Can I unsubscribe from receiving alerts?**

Yes, you can use the unsubscribe option to stop receiving email alerts and/or any marketing alerts you may have agreed to receive. Once you unsubscribe, your email address and preferences will be permanently erased.

#### **11. Can I find out what personal information you hold about me?**

Under data protection legislation you have rights and can find out more about these on our Trust website or via the Information Commissioner’s web site at [www.ico.org.uk/](http://www.ico.org.uk/)

These rights include the right to request a copy of personal information held about you and to have any inaccuracies corrected.

The only personal information our site holds is the email address you have supplied together with your alert preferences.

If you need assistance or have any other questions or queries about this notice, please contact the Trust Director of Operations: [cellis@cranmeredt.org](mailto:cellis@cranmeredt.org)

## **12. How do cookies affect me?**

These are small files of letters and numbers that we put on your computer or other device through which you access our site and includes IP addresses. An IP address is a number that can uniquely identify a specific computer or other network device on the internet) and other information about devices from visitors to our site.

Most web browsers automatically accept cookies, but you can usually modify your browser settings to decline cookies if you prefer. If you want to prevent our cookies being stored on your computer or other device, you may do so by referring to your internet browser's instructions. The website will operate normally if you choose to decline cookies.

Further information on deleting or controlling cookies is available at [www.aboutcookies.org](http://www.aboutcookies.org).

We use traffic log cookies to identify which pages are being used. This helps us to analyse data about web page traffic and improve our website in order to make sure that the site reflects your needs. We only use this information for statistical analysis purposes and then the data is removed from the system.

Overall, cookies help us provide you with a better site, by enabling us to monitor which pages you find useful and which you do not. On accessing the site, you will be notified that the site uses cookies on your current device and on other devices that you may use.

If you have any concerns about the way that we use cookies, then please contact us through the Trust Director of Operations: [cellis@cranmeredt.org](mailto:cellis@cranmeredt.org)

## **13. Changes to our Privacy & Cookies notice**

This Privacy & Cookies notice may be updated from time to time so you may wish to check it each time you use the site. The date of the most recent revision will appear on this page.

You can also unsubscribe from the alerts you have chosen to receive at any time.

Revised: December 2021