

Elsley Primary School

Privacy Notice – Recruitment

How we use your information

You are providing your information to Elsley Primary School, Tokyngton Avenue, Wembley, HA9 6HT.
email: admin@elsley.brent.sch.uk

Our Data Protection Officer is:

Rajesh Seedher

Tel: 020 8937 2018

Email: school.dpo@brent.gov.uk

Address: Data Protection Officer, Brent Council, Civic Centre, Engineers Way HA9 0FJ

Your information is collected for the purpose of considering your application in respect of a role for which you have applied.

The information may be shared with our recruitment and Human Resources advisers. For unsuccessful applicants, information shall be retained for six months and shall be processed in adherence to your legal rights, including but not limited to the right to withdraw consent, right to copies of your information and right to be forgotten. You have a right to lodge a complaint with the Information Commissioner's Office (www.ico.org.uk).

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data 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.

Further information can be found at: www.elsley.brent.sch.uk/about-us/gdpr