

**Applicant Privacy Notice**

**Policy Statement**

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, The Hollins School, Hollins Lane, Accrington BB5 2QY, are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is (see ‘Contact us’ below).

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

\*\*Link to Workforce Privacy Notice on website.

This document sets out what personal data we will hold about our workforce, why we process that data, who we share this information with, and the rights of individuals in relation to their personal data processed by us.

**The personal data we hold**

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Contact details
* Copies of right to work documentation
* References
* Evidence of qualifications
* Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

* Race, ethnicity, religious beliefs, sexual orientation and political opinions
* Disability and access requirements

**Why do we use special category personal data?**

We may process special category personal data for the following reasons:

1. To carry out our legal obligations in relation to employment law, where this is in accordance with our Data Protection Policy
2. Where the processing is necessary for reasons of substantial public interest, including for purposes of equality of opportunity and treatment, where this is in accordance with our Data Protection Policy.
3. For the purposes of preventative or occupational medicine in order to assess an individual’s working capacity and/ or the need for reasonable adjustments.
4. Where we otherwise have an individual’s explicit written consent – subject to the restriction set out above on the use of consent in an employment relationship.

There may also be circumstances where we need to use your information in relation to legal claims, or to protect your vital interests and where you are unable to provide your consent.

**Why we use this data**

The purpose of processing this data is to aid the recruitment process by:

* Enabling us to establish relevant experience and qualifications
* Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
* Enabling equalities monitoring
* Ensuring that appropriate access arrangements can be provided for candidates that require them

**Our lawful basis for using this data**

We will process the personal data of applicants for the following reasons:

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

* Comply with a legal obligation
* Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

* You have given us consent to use it in a certain way
* We need to protect your vital interests (or someone else’s interests)
* We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

**Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

**Failure to provide this information**

If applicants fail to provide information to us then we may be prevented from complying with our legal obligations.

**How we store this data**

Personal data we collect as part of the job application process is stored in line with our data protection policy/records management policy.

When it is no longer required, we will delete your information in accordance with our record retention schedule/records management policy.

**Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

* Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
* Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
* Professional advisers and consultants
* Employment and recruitment agencies

**Your rights**

**How to access the personal information we hold about you**

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

* Give you a description of it
* Tell you why we are holding and processing it, and how long we will keep it for
* Explain where we got it from, if not from you
* Tell you who it has been, or will be, shared with
* Let you know whether any automated decision-making is being applied to the data, and any consequences of this
* Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

**Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

* Object to the use of your personal data if it would cause, or is causing, damage or distress
* Prevent your data being used to send direct marketing
* Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
* In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
* Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

**Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

Report a concern online at <https://ico.org.uk/concerns/>

Call 0303 123 1113

Or write to: Information Commissioner’s Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contact**

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer.

**The data protection officer**

**The Hollins**

**Hollins Lane**

**Accrington**

**BB5 2QY**

**Tel: 01254 233500**

**Email: dpo@thehollins.com**