

PRIVACY NOTICE - RECRUITMENT

About us

Kesgrave High School is known as the “data controller” of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

Why do we collect your personal data?

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within school
- Carrying out background and reference checks, where applicable
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process
- To comply with legal or regulatory requirements (eg safer recruitment)

We will not collect any personal data that we do not need in order to provide this service and as far as is reasonable and practicable, will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

We will collect the personal data about you in order to help us deliver the right service. The personal data we will collect includes:

- Personal contact details such as name, address, telephone number and email address
- Date of birth
- National Insurance Number
- Employment history
- Qualifications and other academic achievements
- Contact information for the provision of references
- Identification documents

We will also collect the following personal data prior to employment:

- Information about your physical and mental health, including any medical conditions through your Fitness for Work screening.
- Information about criminal convictions and offences, through your DBS check.

Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From your named referees

Who do we share your data with?

We will only share information when it is necessary to do so and in accordance with the law. Where applicable, we will share your data with organisations that deliver services on behalf of the school.

Where necessary, we may share your personal data with the following categories of recipients:

- Disclosure and barring service
- Occupational health provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

How long do we keep your personal data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation who has shared personal data with us.

Details of unsuccessful applicants will be held for one year from last action. Details of successful applicants will be placed on their personnel file, at which time further privacy information will be made available setting out how an employee can expect the school to process their personal data.

How do we keep your personal data safe?

We have an information assurance framework in place which ensures that appropriate technical and organisational measures are in place to help keep your personal data secure and to reduce the risk of loss and theft.

Access to personal data is strictly controlled based on the role of the professional.

All staff are required to undertake regular data protection training and must comply with a variety of policies designed to keep your information secure.

Your personal data is not processed outside of the EU.

Your rights

You have a number of rights which relate to your personal data.

You are entitled to request access to any personal data we hold about you and you can also request a copy.

Where we are relying on your consent to process your personal data, you are entitled to withdraw your consent at any time.

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of it and request that automated decisions are made by a person.

We are obliged to consider and respond to any such request within one calendar month.

Further information

If you wish to make a request or make a complaint about how we have handled your personal data, contact the Data Protection Officer by emailing cbreckell@kesgrave.suffolk.sch.uk.