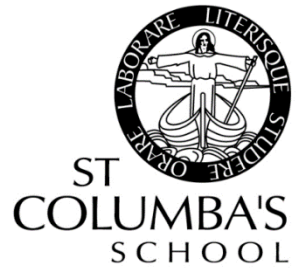


Candidate Privacy Notice

November 2021



What is the purpose of this document?

St Columba's School is a "data controller". This means that we are responsible for deciding how we hold and use personal data about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain data that must be provided under data protection law in the UK.

Data protection principles

We take your privacy very seriously. When we collect data about or from you, we will at all times comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes. Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

The kind of data we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal data about you:

- The data you have provided to us in your curriculum vitae and covering letter.
- The data you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications.
- Data collected through your responses to our technical and/or psychometric tests where we ask you to complete these.
- Any data you provide to us during an interview.

We may also collect and use the following types of more sensitive personal data:

- Data about your health, including any medical condition, health and sickness records.
- Data about criminal convictions and offences.

How is your personal data collected?

We collect personal data about candidates from the following sources:

- You, the candidate.
- Disclosure Scotland in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data:
 - your competence for this post
 - confirmation that they know of no reason why you should not work with children and young people.

How we will use data about you

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the work / role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

We require a valid legal basis to collect and use your personal data.

It is in our legitimate interests to decide whether to appoint you since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal data to decide whether to enter into a contract of employment with you.

Having received your application form we will then process that data to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and carry out a criminal record check before confirming your appointment.

If you fail to provide personal data

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly special categories of sensitive personal data

We will use your particularly sensitive personal data in the following ways:

- We will use data about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test or interview.
- We will use data about your nationality and ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting. **Data about criminal convictions**

We envisage that we will process data about criminal convictions.

We will collect data about your criminal convictions history if we would like to offer you the role conditional on checks and any other conditions, such as references, being satisfactory. We are required to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular:

We are legally required to carry out enhanced disclosure checks for all employees.

All roles within St Columba's School are included on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (SI 1975/1023)] and in the Police Act 1997 (Criminal Records) Regulations (SI 2002/233)]. This means that all staff must have an enhanced disclosure check from the Disclosure Scotland service.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data security

We have put in place appropriate security measures to prevent your personal data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal data to those employees who have a business need-to-know. They will only process your personal data on our instructions, and they are subject to a duty of confidentiality. Details of these measures may be obtained from the Rector.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my data for?

We will retain your personal data for a period of three months after we have communicated to you our decision about whether to appoint you. We retain your personal data for that

period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal data in accordance with our data retention policy.

If we wish to retain your personal data on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal data for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal data

Under certain circumstances, by law you have the right to:

- Request access to your personal data (commonly known as a "data subject access request"). This enables you to receive a copy of the personal data we hold about you and to check that we are lawfully processing it.
- Request correction of the personal data that we hold about you. This enables you to have any incomplete or inaccurate data we hold about you corrected.
- Request erasure of your personal data. This enables you to ask us to delete or remove personal data where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal data where you have exercised your right to object to processing (see below).
- Object to processing of your personal data where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal data for direct marketing purposes.
- Request the restriction of processing of your personal data. This enables you to ask us to suspend the processing of personal data about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal data to another party.

If you want to review, verify, correct or request erasure of your personal data, object to the processing of your personal data, or request that we transfer a copy of your personal data to another party, please contact the Rector in writing.

Right to withdraw consent

When you applied for this role, you provided consent to us processing your personal data for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Rector. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Data Manager

We have appointed a Data Manager to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal data, please contact the Data Manager. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

I, (candidate name), acknowledge that on (date), I received a copy of St Columba's School's Candidate Privacy Notice and that I have read and understood it.

Signed

Name (Please print)