

ST NICHOLAS' SCHOOL

Privacy Notice for Job Candidates

What is the purpose of this document?

St Nicholas' School (Fleet) Educational Trust Limited is a not-for-profit company which runs St Nicholas' School. As a "data controller, we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us. 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 information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR) and the Data Protection Act 2018.

DATA PROTECTION PRINCIPLES

We will 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 INFORMATION WE HOLD ABOUT YOU

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

- The information you have provided to us in your application form and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, national insurance number, restrictions on employment, teacher registration and qualification details, education history, qualification/skills/training, employment history, personal interests and criminal record.
- Any information you provide to us during an interview.
- Any information you provide to enable us to carry out an identification check – for instance, information from your driving licence, passport, utility bills and/or bank statements, and information about any change in your name.
- Information about your educational and professional qualifications.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any disability or medical condition, health and sickness records.
- Information about criminal convictions and offences.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- The Times Educational Supplement (if you are a teacher) or a recruitment agency, from whom we may obtain the information that you have supplied on an application form, letter or curriculum vitae, and any information you have provided for the purposes of equal opportunities monitoring.
- If you are a teacher, the Department for Education (**DfE**), from whom we obtain information to verify your qualifications, the date on which you qualified as a teacher, as well as your DfE reference number, and whether you appear on the sanctions, restrictions or barred lists.
- The Disclosure and Barring Service (**DBS**) in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data:
 - your dates of employment
 - the reason your employment ended
 - your latest salary
 - the referee's opinions regarding your attitude to some or all of the following; work, attendance, reliability, working relationships, planning/preparation for lessons, classroom management, marking and feedback, commitment to school events, extra-curricular involvement, subject knowledge, suitability to undertake the role we are offering, and suitability to work with children
 - roles that you performed
 - your sickness absence
 - your disciplinary record
 - any disciplinary proceedings, allegations or concerns about you regarding the safety and welfare of children or young people.
- Any relevant data from a publicly accessible third party source including any publicly available social media.

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to decide whether to appoint you to the position you have applied for, and in doing so we will:

- assess your skills, qualifications, and suitability for the 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 and regulatory requirements.

We also need to process your personal information to decide whether to enter into an employment or other type of contract with you.

Having received your application form (and covering letter) and the results of any assessment tests or lesson observation we ask you to undergo, we will then process that information 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. Sometimes we may have sought references before your interview, but more often we will take up references after interview, if we decide to offer you the role. If we offer you the role, it will be subject to satisfactory references (if not already taken up) and satisfactory checks with the DBS (obtained via a third party provider, Atlantic Data Limited) and with the DfE.

If you fail to provide personal information

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 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 SENSITIVE PERSONAL INFORMATION

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

- We will use information 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, lesson observation or interview.
- We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.
- If we decide to offer you the role, we may ask you to complete a more detailed health questionnaire which will help us ascertain (in accordance with DfE guidance) whether you are medically fit for the role, and whether any adjustments might be needed to help you perform the role, in light of any disability you may have.

Information about criminal convictions

We will collect information 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 records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. We are legally required to carry out criminal record checks for most employees of the School. It is the School's policy to obtain an enhanced check (including barred list) for all staff.

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, save that if you do not meet the minimum requirements set out in the advertised person specification for the role, you will not be invited for interview.

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application:

- Atlantic Data Limited, for the purposes of obtaining a DBS check
- The DfE, for the purpose of verifying your qualifications, the date on which you qualified as a teacher, as well as your DfE reference number, and whether you appear on the sanctions, restrictions or barred lists.

All our private third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our private third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained by e-mailing dpo@st-nicholas.hants.sch.uk.

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 information for?

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role. We retain your personal information 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 information in accordance with our safer recruitment and data retention policies.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, you may indicate your consent to this on the job application form or by writing to us separately.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

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

- **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information 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 information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information 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 information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact dpo@st-nicholas.hants.sch.uk in writing.

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.