Jack Tizard School

Privacy Notice for Job Applicants

Approved by:	Full Governing Body	**Date:**	22nd June 2018
Last reviewed on:	May 2018		
Next review due:	May 2019		
Review Frequency	Annually		

Privacy notice for job applicants

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, Jack Tizard School, South Africa Road, London, W12 7PA, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Joanna Grenfell (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.

Successful candidates can obtain a copy of our privacy notice for the school workforce by contacting our data protection officer. It will also be provided on commencement of employment.

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
- Recruitment information included an application form, a CV or cover letter or as part of the application process
- 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
- Criminal record information

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 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 – for example, where there are safeguarding concerns

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.

How we store this data

Personal data we collect as part of the job application process is kept securely and is only used for purposes directly relevant to your application. When it is no longer required, we will delete your information in accordance with the records and retention guidance issued by IRMS Information and Records Management Society's toolkit for schools

If you would more information regarding our record retention schedule please click on the link above or contact our DPO at dpo@jacktizard.lbhf.sch.uk

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. To enable them to provide the service we have contracted them for, such as HR support
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR, payroll and recruitment support
- Professional advisers and consultants – to enable them to provide the service we have contracted them for
- Employment and recruitment agencies - to enable them to provide the service we have contracted them for. To ensure we follow safer recruitment guidance and to meet our legal obligations
- Referees – to ensure we follow safer recruitment guidance

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

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. A template of a subject access request is set out in Appendix 2

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 us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** or **the deputy data protection officer**:

- Joanna Grenfell / Adam Watts - dpo@jacktizard.lbhf.sch.uk

Appendix 2: Subject access request template letter

[Insert date]

To: Joanna Grenfell
Data Protection Officer
Jack Tizard School
South Africa Road
London
W12 7PA

Email: dpo@jacktizard.lbhf.sch.uk

Dear Joanna

Re: Subject Access Request

Please provide me with the information about me that I am entitled to under the General Data Protection Regulation. This is so I can be aware of the information you are processing about me, and verify the lawfulness of the processing.
Here is the necessary information:

Name:	
Relationship with the school:	Please select: Pupil / parent / employee / governor / volunteer Other (please specify):
Correspondence address:	
Contact number:	
Email address:	
Details of the information requested:	Please provide me with: Insert details of the information you want that will help us to locate the specific information. Please be as precise as possible, for example: • Your personnel file • Your child's medical records • Your child's behavior record, held by [insert class teacher] • Emails between 'A' and 'B' between [insert date]

If you need any more information from me, please let me know as soon as possible.
Please bear in mind that under the GDPR you cannot charge a free to provide this information, and in most cases, must supply me with the information within 1 month.

If you need any advice on dealing with this request, you can contact the Information Commissioner's Office on 0303 123 1113 or at www.ico.org.uk

Yours sincerely
[insert name]