



## **Recruitment Privacy Notice**

*Halstead Preparatory School*

### **Data protection privacy notice (recruitment)**

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

#### **1. Who Collects the Information?**

Halstead Prep School ('School') is a 'controller' and gathers and uses certain information about you. The School's contact details are as follows:

Halstead Prep School  
Woodham Rise  
Woking  
Surrey  
GU21 4EE

01483 772 682

[recruitment@halstead-school.org.uk](mailto:recruitment@halstead-school.org.uk)

#### **2. Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

#### **3. About the Information We Collect and Hold**

The table in **Error! Reference source not found.** of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in **Error! Reference source not found.** of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

## 4. Where Information May Be Held

Information may be held on school premises in our filing systems and on our servers. It may also be held by third party agencies, service providers and representatives.

## 5. How Long We Keep Your Information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see our Recruitment Policy.

Further details on our approach to information retention and destruction are available in our Data Protection and Retention Policy.

## 6. Your Data Rights to Correct and Access Your Information and to Ask For it to be Released

Please contact our Bursar, Mrs Tracy Beard, who can be contacted as detailed under 1 above OR [bursar@halstead-school.org.uk](mailto:bursar@halstead-school.org.uk). If you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. Our Bursar, Mrs Tracy Beard, will provide

you with further information about your data rights, if you ask for it. You may also want to read the Privacy Notice which provides more detail on this.

## 7. Keeping Your Personal Information Secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

## 8. How to Complain

We hope that our Bursar, Mrs Tracy Beard, can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

## Schedule About the Information We Collect and Hold

### Part 1: Up to and including the shortlisting stage

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Your name and contact details (i.e. address, home and mobile phone numbers, email address)</b>	From you	Legitimate interest: to carry out a fair recruitment process  Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome  To inform the relevant manager or

			department of your application
<b>Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests</b>	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process  Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision
<b>Your name, contact details and details of your qualifications, experience, employment history and interests</b>	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process  Legitimate interest: if you are unsuccessful in your application, your details may be passed on to an associated School to see if they have any suitable vacancies	To see whether an associated School has any suitable vacancies
<b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b>	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies  For further information, see * below
<b>Details of your referees</b>	From your completed application form	Legitimate interest: to carry out a fair recruitment process	To carry out a fair recruitment process

		In the regulated sector, to comply with our legal obligations to request references	To comply with legal/regulatory obligations  Information shared with relevant managers, HR personnel and the referee
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Part 2: Before making a final decision to recruit

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<b>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers <input type="checkbox"/></b>	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit  To comply with our legal obligations  Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	To obtain the relevant reference about you  To comply with legal/regulatory obligations  Information shared with relevant managers and HR personnel
<b>Information regarding your academic and professional qualifications <input type="checkbox"/></b>	From you, from your education provider, from the relevant	Legitimate interest: to verify the qualifications	To make an informed recruitment decision

	professional body	information provided by you	
<b>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) <input type="checkbox"/></b>	From the Disclosure and Barring Service (DBS)	To perform the employment contract  To comply with our legal obligations  Legitimate interest:  For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision  To carry out statutory checks  Information shared with DBS and other regulatory authorities as required  For further information, see * below
<b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information <input type="checkbox"/></b>	From you and, where necessary, the Home Office	To enter into/perform the employment contract  To comply with our legal obligations  Legitimate interest: to maintain employment records	To carry out right to work checks  Information may be shared with the Home Office
<b>A copy of your driving licence</b>	From you	To comply with our legal obligations	To make an informed recruitment decision

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.