



Privacy Notice (How we use job applicant information)

The categories of job applicant information that we collect, process, hold and share include:

- Contact details and contact preferences
- Date of birth, marital status and gender
- Identity information to support your right to work in the UK, including copies of Passports and/or Photo Driving Licenses
- Evidence if applicants hold an Enhanced Disclosure and Barring Service certificate
- Applications forms, references, work history, qualification details, training records and professional memberships

Why we collect and use this information

We use job applicant data to:

- Enable us to establish relevant experience and qualification
- Facilitate safer recruitment, as part of our safeguarding obligations
- Identify you and safely evacuate the school in the event of an emergency
- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for candidates who require them
- Enable us to recruit

The lawful basis on which we process this information

We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Article 6 and Article 9 of the GDPR
- Education Act 1996
- Regulation 5 of The Education (Information About Individual Pupils) (England) Regulations 2013

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain job applicant information to us or if you have a choice in this.

Storing this information

We hold job applicant data for **6 months** if your application is unsuccessful.

If your application is successful, we will retain all relevant information in your personnel file for the duration of your employment and **6 years** after termination of employment.

Who we share this information with

- Members of the HR and recruitment team
- Interviewers involved in the recruitment process
- In keeping in line with keeping children safe in education guidance, the school will obtain references from your former employers prior to interview.
- If your application for employment is successful and it makes you an offer of employment, the school will then share your data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.
- The school will not transfer your data to countries outside the European Economic Area.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Office Manager or Data Controller (Deputy Headteacher)

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

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