**JOB APPLICANT PRIVACY NOTICE**

Seva School is committed to processing your data securely and transparently, within the guidelines set out in the Data Protection Act (2018). This privacy notice set out the types of data that we hold on you as a potential employee/job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your personal data.

## Personal data

Under the EU’s General Data Protection Regulation (GDPR) personal data is defined as:

“any information relating to an identified or identifiable natural person ('data subject'); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person”.

## How we use your information

Seva School is the “data controller” for the purposes of data protection law. This privacy notice tells you how we, Seva School will collect and use your personal data to:

* + Enable the school to manage its recruitment process.
  + Ensure candidates suitability for roles.
  + Carry out legally required duties.
  + Enable safe and fair recruitment.
  + In order to enter into an employment contract with you, where applicable.
  + To monitor recruitment statistics.
  + In order to make any necessary adjustments for potential employees with a disability.

## Why does Seva School need to collect and store personal data?

Seva School has a legitimate interest to process and store your personal data in order to carry out our recruitment process. We may also have a legal obligation to process your data, to carry out various checks to ensure applicants suitability for the role.

When we collect personal data that does not hold a legitimate interest or a legal requirement, we will contact the applicant for consent.

## Personal Data Seva School may hold on job applicants

* + Name and address
  + Contact details
  + National Insurance Number
  + Employment History
  + Qualifications and Skills
  + Salary Information
  + Criminal record/Right to work information
  + Equal opportunities monitoring information
  + Information disclosed in the application process on disabilities, in order to make adjustments for potential employees.
  + Referees details
  + Other correspondence with you relating to the application process (telephone notes, notes of meetings, written or computer assessments)

This data can be collected though application forms, CV’s or general data collection forms completed as part of your recruitment process. We may also gather information through various correspondence with yourself or as part of your interview. We may ask for you to supply identity documents such as passport or driving license.

We may also collect data about you from third parties such as previous employers, the Disclosure ad Barring Service and NCTL. We may require data from EU or non-EU countries if you have lived or worked abroad in the last 5 years.

## Will Seva School share my personal data with anyone else?

Internally, your data will be accessed by certain members of staff involved in the recruitment process such as members of the senior leadership team, HR and finance.

We may pass your personal data on to third-parties such as the Disclosure and Barring service and NCTL to carry out legal requirements. If successful in your application, we are also legally obliged to share this data with the Local Authority and the Department for Education. For more information on how employee’s data is held and managed, please see the employee privacy statement. We will not share data with 3rd parties without consent unless the law or our policies allow us to.

Any third parties that we may share your data with are obliged to keep your details securely, and to use them only to fulfil the service they provide you on our behalf. When they no longer need your data to fulfil this service, they will dispose of the details in line with Seva School ‘s procedures. If we wish to pass your sensitive personal data onto a third party we will only do so once we have obtained your consent, unless we are legally required to do otherwise.

## How will Seva School use the personal data it collects about me?

Seva School will process (collect, store and use) the information you provide in a manner compatible with the Data Protection Act (2018). We will endeavor to keep your information accurate and up to date, and not keep it for longer than is necessary. Details of unsucessful applicatns will be deleted after 6 months. Seva School is required to retain information in accordance with the law. How long certain kinds of personal data should be kept may also be governed by education-sector specific requirements and agreed practices. Further information on data retention periods can be supplied on request.

Seva School also ensure that all of our third parties have been assessed to ensure that their security processes are suitable and appropriate safeguards are in place to protect your data.

## Under what circumstances will Seva School contact me?

Our aim is not to be intrusive, and we undertake not to ask irrelevant or unnecessary questions. Moreover, the information you provide will be subject to rigorous measures and procedures to minimise the risk of unauthorised access or disclosure.

Can I find out the personal data that the organisation holds about me?

Seva School ,at your request, can confirm what information we hold about you and how it is processed. If Seva School does hold personal data about you, you can request the following information:

* Identity and the contact details of the person or organisation that has determined how and why to process your data. In some cases, this will be a representative in the EU.
* Contact details of the data protection officer.
* The purpose of the processing as well as the legal basis for processing.
* If the processing is based on the legitimate interests of Seva School or a third party, information about those interests.
* The categories of personal data collected, stored and processed.
* Recipient(s) or categories of recipients that the data is/will be disclosed to.
* If we intend to transfer the personal data to another country or international organisation, information about how we ensure this is done securely. The EU has approved sending personal data to some countries because they meet a minimum standard of data protection. In other cases, we will ensure there are specific measures in place to secure your information.
* How long the data will be stored.
* Details of your rights to correct, erase, restrict or object to such processing.
* Information about your right to withdraw consent at any time.
* How to lodge a complaint with the supervisory authority.
* Whether the provision of personal data is a statutory or contractual requirement, or a requirement necessary to enter into a contract, as well as whether you are obliged to provide the personal data and the possible consequences of failing to provide such data.
* The source of personal data if it wasn’t collected directly from you.
* Any details and information of automated decision making, such as profiling, and any meaningful information about the logic involved, as well as the significance and expected consequences of such processing.

## What forms of ID will I need to provide in order to access this?

In order to receive this information, you can contact our Data Protection Officer about raising a data subject access request, change requests, portability requests or the deletion and restriction of processing request. In order to do so, you will need to provide some proof of identification. Seva School accepts the following forms of ID when information on your personal data is requested:

Passport, driving licence, birth certificate. (If photo identification not available then you will also need to provide a utility bill from the last 3 months).

## Contact details of the Data Protection Officer:

If you have any enquiries or require assistance with data protection matters, please feel free to contact out DPO. Contact details below:

Name: Torix DPO Services

E-mail: [SEVASchool-DPO@torix.co.uk](mailto:SEVASchool-DPO@torix.co.uk)

Address: Torix, Unit 11a Wessex Road Industrial Estate, Bourne End, SL8 5DT

Phone: 01628 914914

Alternatively, you can contact the Information Commissioners Office on **0303 123 1113** if you have any concerns that you feel have not been dealt with by the DPO.