



BRACKENFIELD SCHOOL- GDPR PRIVACY NOTICE FOR EMPLOYMENT APPLICANTS

The purpose of this privacy notice is to explain how your personal information may be used. We take your privacy seriously and you can find out more here about your privacy rights and how we gather and use your personal data – that includes the personal data we already hold about you now and any additional personal data we might collect about you, either directly from you or from a third party. We will always take into account your interests and rights when processing your personal data.

When we say 'we', this refers to Forfar Education and Brackenfield School.

Who processes your personal information?

Brackenfield School is the 'data controller' of the personal data we process. This means that we determine the purposes and the manner in which any personal data relating to you is processed. The Business Manager acts as a representative for the school with regard to its data controller responsibilities.

In some cases, some of your personal data will be outsourced to a third party 'data processor' (this means that they process your information on our behalf); however, this will only be done with your consent, unless the law requires us to share your data. Where we outsource data to a third-party processor, the same data protection standards that Brackenfield School upholds are imposed on the data processor.

Why do we collect and use your information?

Brackenfield School has a legal right to collect and use certain personal data relating to you; those who apply for employment at Brackenfield School. We process your personal data in order to meet legal and safeguarding obligations and fulfil public duties set out in UK employment and childcare law, including those in relation to the following:

- The Childcare (Disqualification) Regulations 2009
- Equality Act 2009
- Safeguarding Vulnerable Adults Groups Act 2009
- Section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007

- Most of your personal data is processed for the reason of contract of employment. As a school we also process some of your personal data to fulfil our duties as a school; for administrative purposes of recruitment.

We also have legal obligations as a school such as safer recruitment obligations; obtaining references prior to employment and making an application to the Disclosure and Barring Service. We may also have a legitimate reason for processing your personal data, such as CCTV footage; in order to provide a safe and secure environment.

What data is collected and how

We use your personal data for some or all of the following purposes: To process your employment application;
to monitor equal opportunities;
to monitor recruitment and retention;

to fulfil safeguarding obligations such as DBS;

to enable ethnicity and disability monitoring;

to prevent and detect crime and safeguard;
to comply with safer recruitment;

to comply with employment law;
to communicate with you;

Much of the personal data we hold about you is provided by you when you apply for a job. Some information is provided to us by other sources such as your current employer or the National College for Teaching and Leadership for teacher personal data. The categories of personal data that we process include:

Personal information -

e.g. Name, date of birth and gender

Contact information -

e.g. address, Email address, telephone number

Emergency information -

e.g. next of kin/other contact personal and contact information

Characteristics -

e.g. ethnicity, religion, gender, marital status, nationality, language

Absence from work information -

e.g. annual/special leave and sickness information

Contractual and remuneration -

e.g. current post, role, salary grade and amount

Qualifications and training -

e.g. certificates, training records, qualification details

Photographs

e.g. identity documents

Operational -

e.g. CCTV footage

Safer recruitment information -

e.g. 'right to work' documentation, references, application form, qualifications, immigration status, employment history, previous and current employment information including salary and location

Other staff data (not covered above)

e.g. languages and proficiency

Special protection is given to certain kinds of personal data that is particularly sensitive. This is called 'special category data'. Brackenfield School processes special category data about members of candidates' health, racial or ethnic origin and religion. We will always obtain your explicit consent to use this information unless this is required by law or the information is required to protect your health in an emergency. We may process special categories of personal data in the following circumstances:

In limited circumstances, with your explicit written consent.

- Where we need to carry out our legal obligations.
- Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our legal obligations and our public duties as a school. Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

Candidates' personal data may be obtained and processed from third parties where the law requires the school to do so, e.g. Disclosure and Barring Service and your referees. The categories of data obtained and processed from third parties include:

- Criminal information – e.g. DBS details
- Child Protection and disciplinary information is requested in references

We will ask for your consent to use that personal data when consent is needed. You should be aware that it is not a condition of your application for employment with us that you agree to any request for consent from us. Where consent is required, we will provide you with specific and explicit information with regards to the reasons the data is being collected and explain how the data will be used. We do not need your consent if we use your

special personal data in accordance with our rights and obligations in the field of employment and social security law. Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time, by contacting the school office and speaking to Louise Krier. This is not usually part of pre-employment.

How long is your personal data kept?

We hold your personal data from the point that you make an application for a job or make an enquiry about a job. If you are unsuccessful in your application, your information will be destroyed after six months. If you are successful, your application form and the personal data within will form part of your personnel file.

Brackenfield School does not store personal data indefinitely; data may be retained for varying periods depending on the nature of the information. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed, and will not be retained indefinitely. Candidate personal data is stored in line with the Information Management Toolkit for Schools.