



## **St Giles School Privacy Notice (Job Applicant)**

### **Overview**

As part of any recruitment process, the school collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection regulations. You are being provided with a copy of this Job Applicant Privacy Notice because you are applying for work with the school. It makes you aware of how and why your personal data will be used, namely for the purpose of the recruitment exercise and how long it will be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

### **Data Protection Principles**

The school will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only for as long as necessary for the purposes we have told you about.
- Kept securely.

### **What information does the school collect?**

The school collects, stores and uses a range of information about you, in connection with your application for work with us. This includes:

- The information you have provided in any curriculum vitae and covering letter.
- The information you have provided on our application form, including your name, address and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience and employment history.
- Information about your current level of remuneration.
- Information about your entitlement to work in the UK.
- Any information that you provide us during an interview, including interview notes and the records of any tests or assessments.

- Information providing you with the outcome of an interview selection process, including correspondence and any feedback given.

The school may also collect, store and use the following ‘special categories’ of more sensitive personal information:

- Equal opportunities monitoring information about your ethnic origin, sexual orientation, health, religion or belief, marital status and age.
- Information about your health, including any medical condition, health and sickness records.
- Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process.
- Information about criminal convictions and offences.

The school collects this information in a variety of ways. For example, data might be contained in application forms or curriculum vitae, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment such as tests.

The school will also collect personal data from third parties, such as recruitment agencies, references supplied by former employers and information from criminal records checks. References from third parties will be sought if selected for interview unless otherwise instructed. The school will seek information from third parties once a job offer to you has been made and will inform you that it is doing so. Data will be stored in a range of different places, including on your application form and our secure server.

### **Why does the school process personal data?**

The school needs to process data to decide whether you meet the minimum requirements to be shortlisted for a role and whether your application meets the requirements to invite you to an interview. If we decide to call you for an interview, we will use the information you provide us at the interview to decide whether to offer you the role. The school needs to process your data to enter into a contract with you.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant’s eligibility to work in the UK before employment starts.

The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process.

Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate’s suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

Where the school relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of applicants and has concluded that they are not.

## **How does the school process special categories of personal data?**

The school processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability, for example whether adjustments need to be made during a test or interview. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, marital status and age, this is for equal opportunities monitoring purposes.

Data that the school uses for equality purposes is anonymised for any publication purposes and is collected with the express consent of candidates, which can be withdrawn at any time.

Applicants are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so. This data is kept in a secure location with limited access only by specific staff. Equality data cannot be seen by other employees.

## **Information about criminal convictions**

The school will seek information about criminal convictions and offences.. These checks will only be carried out with the individual's consent after a role is offered and accepted. The school does not store DBS certificates of applicants. Rather an online check is carried out using Strictly Education's online portal and a record kept of the disclosure reference number, the date the check was completed and the decision as to whether to appoint the applicant along with any additional information provided by the applicant.

## **Who has access to data?**

With the exception of equality information, your information will be shared internally for the purposes of the recruitment exercise on a 'need to know' basis including with members of the administration team, interviewers involved in the recruitment process and managers.

The school will not share your data with third parties unless your application for employment is successful and it makes an offer of employment. The school will then share your data with former employers to obtain references for you, before you attend an interview and the Disclosure and Barring Service to obtain necessary criminal records and professional registration checks. The school will require these third parties to keep your personal data confidential and secure. Third parties are only permitted to process your data for the lawful purposes for which it has been shared and in accordance with our instructions.

The school will not transfer your data outside of the European Economic Area.

## **How does the school protect data?**

The school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or

disclosed, and it is not accessed except by our employees in the proper performance of their duties.

Where the school engages third parties to process personal data on its behalf, they do so on the basis of written instructions and for specified purposes, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

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

### **How long does the school keep data?**

If your application is unsuccessful your personal information will be retained for six months after the end of the relevant recruitment process. At the end of that period or sooner if you withdraw your consent and we have relied on that consent for lawful processing of your data, your data will be destroyed or deleted.

In exceptional circumstances, your data may be kept for longer than 6 months if the school decides that it is in its legitimate interests to retain your data for longer, in order to investigate or defend allegations relating to the fairness of the recruitment process and in the event of a legal claim, for example that we have discriminated against candidates on prohibited grounds.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

### **Your rights**

As a data subject, you have a number of rights. You have the right to:

- Information about the personal data we process, how and on what basis ( as set out in this notice)
- Access and obtain a copy of your data on request;
- Require the school to change incorrect or incomplete data;
- Require the school to delete or stop processing you data, for example where the data is no longer necessary for the purposes of processing for which it was collected;
- Require the school to delete or stop processing your data is processing is unlawful;
- Object to the processing of your data where the council is relying on its legitimate interests as the legal ground for processing; and
- Ask the school restrict the use of data for a period if data is inaccurate or there is a dispute about whether or not your interests override the council legitimate grounds for processing data;
- Object if the school processes your personal data for the purposes of direct marketing;
- Transfer your personal data to another controller

- Be notified of a data security breach concerning your personal data where this is likely to result in high risk to your rights and freedoms;
- If we request your consent as a lawful ground to process your personal data for a specific purpose, you have the right to consent or withdraw your consent. When you applied for this role you provided your consent to us to allow us to process your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. Once we have received notification that you have withdrawn your consent, we will no longer process your application and will dispose of your personal data securely.

If you have a concern about the way we collect or use your personal data, we invite you to raise the matter with us in the first instance. Alternatively, you can contact the Information Commissioner's Office by post; Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, by telephone: 0303 123 113 or 01625 545 745, or online at: <https://ico.org.uk/concerns>

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all, or provide any reasonable adjustments to the application process.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact the schools Data Protection Officer, R Simmons Ltd, or email [rsimmonsltd@gmail.com](mailto:rsimmonsltd@gmail.com)