



PRIVACY NOTICE FOR RECRUITMENT AND VOLUNTEERS AT LANGLEY HALL PRIMARY ACADEMY

Introduction

This notice is part of our compliance to the General Data Protection Regulations (hereafter referred to as the GDPR) which came into effect in May 2018. Its purpose is to tell you why LHPA collects personal data, what the legal basis for holding this information is and what we do with it. It also explains what rights you have regarding this data.

Langley Hall Primary Academy is the Data Controller for the use of the personal data in this privacy notice and is registered with the Information Commissioner's Office (reg. no. Z2710373).

What is the legal basis for LHPA holding this information?

We are required by the GDPR to ensure that we have a legal basis for collecting, storing and processing data:

- Your personal information will be processed in the administration of your application. It is processed where it is required by law or regulation.
- During the process of your application it may also be necessary to process your sensitive personal information. This has been supplied to us by you on application forms and so your consent to hold and process this is implied.

Personal Information

The act only covers personal information, that is, information that can be used to identify you. This includes:

- personal identifiers and contacts (such as name, title, date of birth, employee or teacher number, national insurance number, right to work in the UK, test results, contact details and address)
- characteristics (such as ethnicity, gender, age, language, religious preference, disabilities)
- contract information (such as start date, hours worked, post, roles and salary information)
- qualifications, employment history and experience
- medical and administration (such as next of kin details, doctors/dentist information, health, allergies, medication and dietary requirements)
- notes made during interview and additional information you may have provided to us during this process
- information received from the Disclosure Barring Service in respect of criminal convictions where this is a requirement of the role
- your named referees from whom we collect employment history

How we collect and use information

We use this personal data to:

- assess your skills, qualifications and suitability for the role
- carry out statutory background and reference checks, where applicable and required for the role
- communicate with you regarding the recruitment process
- maintain records relating to our recruitment procedures
- comply with legal or regulatory requirements and standards

Who we share data with

We may pass data to:

- Recruitment panel members
- IT Manager if access to data is essential for them to fulfil their duties in relation to recruitment procedures
- The Disclosure and Barring Service
- HM Revenue and Customs
- UK Border Control or other public authority
- The Local Authority
- The Department for Education



We will not share personal data with third parties for marketing purposes.

Retention Periods

Personal data will not be held for periods longer than those necessary for the purpose for which it was collected. Personal information will not be held for persons applying for roles within the school who are not subsequently invited for interview. We will retain the information of anyone who attends interview for a period of 6 months after we have communicated the appointment decision to you or within 6 months of the end of your volunteering role. At the end of this time, all data held will be securely destroyed.

Requesting access to your personal data

Under the GDPR, you have the right to request access to information about you that LHPA hold. To make a request for your personal information please contact Mrs. Lisa Mallon, Data Protection Officer, in writing.

You also have the right to;

- to ask us for access to information about you that we hold
- to have your personal data rectified, if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e. permitting its storage but no further processing)
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

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

Contact

If you would like to discuss anything in this notice, please contact Mrs. Lisa Mallon, Data Protection Officer, on 01753 580516.