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Originator: Kate Frith
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Recruitment Privacy Notice

1. Policy statement

We are Fullhurst Community College. We are a “data controller,” which means that we are responsible for deciding how we hold and use personal information about you. As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

2. Data protection principles

We 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 as long as necessary for the purposes we have told you about; and
- kept securely.

3. What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process.

Up to and including shortlisting stage:

- your name, title, date of birth and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history

- (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs (for equal opportunities purposes);
 - information regarding your criminal record;
 - details of your referees;
 - whether you are related to any member of our workforce;
 - details of any support or assistance you may need to assist you at the interview because of a disability; and
 - any other information that you have provided in your application / curriculum vitae and interview.

Following shortlisting stage, and prior to making a final decision:

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, health and sickness records, from references obtained about you from previous employers and/or education providers;*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;*
- medical check to indicate fitness to work;*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with your application.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

4. Where do we get information from about during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education

provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

5. Why do we use this information?

It is in our legitimate interests to decide whether to appoint you to the role for which you have applied, since it would be beneficial to the school to appoint someone to that role. We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your skills, qualifications and suitability for the role you are applying for;
- to communicate with you about the recruitment process, to decide whether to offer you the role, and to take steps to enter into a contract with you;
- to carry out reference checks and to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching;
- to keep records in relation to our hiring processes;
- so that we are able to monitor applications for posts in the [Trust/Academy/School] to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010; and
- to comply with our legal and regulatory requirements.

6. How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further detail please see our Retention and Destruction Policy.

If you are unsuccessful we will hold your personal data only for six months, after which time it is securely deleted. We hold your data for this period of time so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds, and that we have conducted the recruitment exercise in a fair and transparent way.

7. Who will we share information with about your application?

We may share your personal information with third parties where it is required by law, where it is necessary to administer the recruitment process or where we have another legitimate interest.

We may share information gathered during your application process with the Local Authority, or professional advisors such as legal and HR advisors. All third parties with whom we may share your information are required to take appropriate security measures to protect your personal information in line with our policies.

8. Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

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.

9. Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

Kate Frith, Data Protection Officer, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH email: kfrith@fullhurst.leicester.sch.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances, to:

- object to the processing of their personal data;
- have inaccurate or incomplete personal data about them rectified;
- request erasure of their personal data;
- request the restriction of processing of their personal data;
- object to the making of decisions about them taken by automated means;
- request the transfer of data to another organisation; and
- claim compensation for damage caused by a breach of their data protection rights.

You have the right to withdraw your consent to us processing your personal data for the purposes of the recruitment exercise at any time. If we receive notification that you have withdrawn your consent, we will no longer process your application and will dispose of your personal data securely.

If an individual wants to exercise any of these rights then they should contact Kate Frith, Data Protection Officer. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request then the individual will be notified of the reasons why in writing.

10. Concerns

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

11. Contact

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

Kate Frith, Data Protection Officer, Fullhurst Community College, Imperial Avenue, Leicester, LE3 1AH email: kfrith@fullhurst.leicester.sch.uk