



Job Applicant Privacy Notice for Worth School & Worth Abbey

Job Applicant Privacy Notice for Worth School and Worth Abbey hereafter referred to as “the organisation”

Data controller: Worth School, Paddockhurst Road, Turners Hill, West Sussex RH10 4SD

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

1. What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- 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, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in online and paper application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

For Worth School

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. If you are applying for a non-teaching role, references are normally requested once a job offer to you has been made and the organisation will inform you that it is doing so. For individuals applying for a teaching role, references will be applied for if you are successful at the short listing stage, to comply with Safer Recruitment in Education guidance from the Department for Education.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems including email.

For Worth Abbey

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2. Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation 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 organisation 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 organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests and are required to carry out legitimate safeguarding activities that are in the substantial public interest as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes and census reporting.

For all roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

3. Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy. Internal IT staff and external recruitment software provider will also have access to the data as necessary for the performance of their function. Please note, the following functions are split across Worth School and Worth Abbey: HR, Finance and Payroll and staff from these functions will have access to your data if necessary for the performance of their role.

There may be occasions where we may share your data with external individuals who we may invite to support the interview selection process.

If your application for employment is successful and an offer of employment is made, except as noted above for teacher references who have been shortlisted for interview, the organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

4. How does the organisation protect data?

The organisation 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 is not accessed except by our employees in the proper performance of their duties. All HR systems are password protected and access is limited to members of the HR team. All paper copies of applicant details are kept locked in secure cupboards within the HR Department.

5. For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period [or once you withdraw your consent], your data is deleted and destroyed.

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. The periods for which your data will be held will be provided to you in a new privacy notice.

6. Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing;
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please email accessdata@worth.org.uk or write to the Assurance Director, Worth School, Paddockhurst Road, Turners Hills, West Sussex, RH10 4SD.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

7. What if you do not provide personal data?

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

September 2023