



## **Privacy Notice for Prospective Employees**

### **Who processes your information?**

As part of our recruitment process, certain information needs to be collected so your application can be considered. The following privacy notice informs you how the school intends to collect, use, process and store your data.

The school is the data controller, and we are responsible for any personal data that is provided to us. This means that we determine the purposes for, and the manner in which, any personal data relating to any prospective staff member is to be processed. A representative of the school, Carol-Anne Lockwood, can be contacted on 01484 412 990 or [staff.clockwood@kingjames.school](mailto:staff.clockwood@kingjames.school).

Satswana is the data protection officer (DPO). Their role is to oversee and monitor the school's data processing practices. This organisation can be contacted on 07891 223443 or [cmh@satswana.com](mailto:cmh@satswana.com) if you have any queries pertaining to how the school processes data.

### **Why do we need your information?**

King James has the legal right and there is a public interest to collect and process personal data relating to its prospective employees to ensure the school's safeguarding and safer recruitment protocols are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2009
- Keeping Children Safe in Education 2016
- Working Together to Safeguard Children 2015

Individuals who are recruited will have their personal data processed to assist in the running of the school, and to enable individuals to be paid.

If prospective members of staff fail to provide their personal data, there may be significant consequences. If your personal details requested are not provided your application will not be able to be considered.

### **For which purposes are your personal data processed?**

In accordance with the above, personal data pertaining to prospective members of staff is used for shortlisting for interview/assessment for the vacancy for which you have applied. We will also use this to contact you about the vacancy and your progression through the recruitment process. Your personal details will also be used to allow you to be able to apply for DBS check should you be successful at the recruitment stage.

### **Which data is collected?**

The personal data the school will collect from the prospective members of staff includes the following:

- Name
- Phone number



- Address
- Work history for example, previous employers and positions
- Compensation for example, basic salary or benefits
- Education and work history including professional qualifications and skills
- References, including regulated references where necessary
- Nationality, visa, proof of right to work permit information including passport, driving licence, National Insurance numbers
- Results of Pre-employment screening checks for example, credit history, criminal records checks where permitted under local law)
- Qualifications

### **Will your personal data be sought from third parties?**

Prospective staff members' personal data may be obtained and processed from third parties where the law requires the school to do so. We will also verify your suitability to work for us by obtaining references.

### **How is your information shared?**

We will not share your personal information with any third parties without your consent, unless the law allows us to do so.

We are required, by law, to pass on some personal information to our LA and the DfE. This information is used so that relevant pre-employment checks can be made. This information can be found on certain documentation for example your passport. Documents required to perform pre-employment checks are:

- Your passport
- Your birth certificate
- Your most recent bank statement
- A biometric residence permit if applicable

### **How long is your data retained for?**

Personal data is retained in line with our Records Management Guidance.

Personal information may be retained for varying periods of time depending on the nature of the information; you will be informed on how long your data will be obtained by the school. 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 if there is no such reason for it to be.

Once your data has served its purpose it will be disposed of in line with the procedure outlined in our Records Management Guidance.

If you require further information regarding retention of data, and the periods for which your personal data is held for, please contact Carol-Anne Lockwood.

### **What are your rights?**

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:



- Request access to the personal data that King James's holds.
- Request that your personal data is amended.
- Request that your personal data is erased.
- Request that the processing of your data is restricted.
- Request to obtain and reuse your personal data for your own purposes across different services.
- Object to your consent being obtained.
- Request that your personal data is collected using automated processing.

Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent. You can withdraw consent by notifying Carol-Anne Lockwood.

You also have the right to lodge a complaint with the ICO in relation to how we process your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website or call their helpline on 0303 123 1113.

#### **How can you find out more information?**

If you require further information about how we store and use your personal data, please contact Carol-Anne Lockwood.