

Privacy Notice for Applicants - How we use your information 2018/19

As part of any recruitment process, we collect and process personal data relating to job applicants. The School is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Who are we?

Myton School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes. Myton School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z2780731. You can contact the school as the Data Controller in writing at: enquiries@myton.co.uk.

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff.

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?

The School collects personal information including from application forms, CVs, your passport or other identity documents, or through interviews or other forms of assessment. The personal information that we collect, hold and share (where appropriate) includes, but is not restricted to:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience, employment history professional membership etc.;
- information about your current level of remuneration, including benefit entitlements;
- any information you provide in the recruitment process such as in a CV or covering letter
- information about your entitlement to work in the UK; and copies of any Passport, immigration or Visa documentation
- information provided to us by your referees
- information about your fitness to undertake the duties of your post.

Where you have provided us with named referees on your application form, we shall assume that they have given their consent to being approached by us.

We may also collect, hold and share "special category" personal information:

- Information such as gender, age, ethnic group, sexual orientation, and religious belief
- information about your health including any medical condition, health or sickness records
- any disability for which the School needs to make reasonable adjustments during the recruitment process.
- Information about criminal records including cautions, warnings and bind-overs
- Information about being barred from working with children

- Any information you provide to us during the interview process.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children (once a job offer has been made).
- From former employers or those providing us with a reference.

For what purposes do we use applicants' personal information?

We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements
- to ensure fitness for work (once a job offer has been made).

We need to process your personal data in order to decide whether to enter into a contract of employment with you and also to enter into a contract with you if applicable. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

In most 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.

For most roles, the School is also obliged to seek information about criminal convictions and offences (including those otherwise deemed to be "spent"). Where the School seeks this information, it does so because it is necessary for it to comply with employment and Safer Recruitment statutory guidance.

The School may also need to process data from job applicants to respond to and defend against legal claims.

The School 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 equality in recruitment and employment.

Where the School processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, age, and gender, this is done for the purposes of equality monitoring and reporting with the explicit consent of job applicants, which can be withheld or withdrawn at any time.

Collecting applicant information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you can request to withdraw consent if you wish to do so.

Who might we share your information with?

Your information will be shared internally for the purposes of the recruitment exercise. This may include:

- members of the HR and recruitment team
- managers involved in the recruitment process
- senior staff in the department with a vacancy
- Leadership Team members

- Governors and external advisors to the appointment panel

If your application for employment is successful and the School makes you an offer of employment, the School will then share your data with relevant third parties to complete the recruitment and vetting process for example, the Disclosure and Barring Service, Occupational Health Department (Coventry and Warwickshire NHS Trust).

What do we do with your information/how is it stored?

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. Data will be stored in a range of different places, including on your application record, in HR recruitment files, and on IT systems (including email).

The School takes the security of your data seriously. Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way. Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

How long do we keep your information for?

In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society (as part of our Records Management Policy). The schedules set out the Statutory Provisions under which the school is required to retain information.

A copy of those schedules can be located using the link: <http://irms.org.uk/page/SchoolsToolkit>

If your application for employment is unsuccessful, the School will hold your data on file for 6 months after the end of the relevant recruitment process. The School may ask for your consent to retain your personal data on file in case there are future employment opportunities for which you may be suited. If you agree, the School will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or 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 and in accordance with the School's Retention of Records Policy.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect to your personal information?

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.

You are under no obligation to provide information for equality monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Under data protection law, individuals have the right to request access to information about them that we hold. To make a request for your personal information please contact Jane Burrows, School Data Protection Officer via enquiries@myton.co.uk.

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Review

The content of this Privacy Notice will be reviewed in May 2019.