



Privacy Notice for job applicants – use of your personal data

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, Old Fletton Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Julia Law.

Successful candidates should refer to our privacy notice for the school workforce (available on our website) for information about how their personal data is collected, stored and used.

The personal data that we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- ❖ Contact details
- ❖ Copies of right to work documentation
- ❖ References
- ❖ Evidence of qualifications
- ❖ Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- ❖ Race, ethnicity, religious beliefs, sexual orientation and political opinions
- ❖ Disability and access requirements

Why we collect and use this information

The purpose of processing this data is to aid the recruitment process by:

- ❖ Enabling us to establish relevant experience and qualifications
- ❖ Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- ❖ Enabling equalities monitoring
- ❖ Ensuring that appropriate access arrangements can be provided for candidates that require them

Our legal basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- ❖ Comply with a legal obligation
- ❖ Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- ❖ You have given us consent to use it in a certain way
- ❖ We need to protect your vital interests (or someone else's interests)

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we will make it clear whether providing it is mandatory or optional.

Storing this data

Personal data we collect as part of the job application process is stored in line with our records management policy (available on our website).

When it is no longer required, we will delete your information in accordance with our records management policy.

Data sharing

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- ❖ Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- ❖ Suppliers and service providers - to enable them to provide the service we have contracted them for, such as HR and recruitment support
- ❖ Professional advisers and consultants
- ❖ Employment and recruitment agencies

Your rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them. To make a request for your personal information contact our data protection officer, and if we do hold information about you, we will:

- ❖ Give you a description of it
- ❖ Tell you why we are holding and processing it, and how long we will keep it for
- ❖ Explain where we got it from, if not from you
- ❖ Tell you who it has been, or will be, shared with
- ❖ Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- ❖ Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- ❖ Object to 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, erased or destroyed or restrict processing
- ❖ A right to seek redress, either through the ICO, or through the courts
- ❖ The opportunity to withdraw your consent, on such occasions where we are processing your data which you had previously given us consent to use

Updates to this Notice

We may need to update this Privacy Notice periodically so we recommend that you revisit this information from time to time. This version was last updated in November 2018.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by contacting our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- ❖ Report a concern online at <https://ico.org.uk/concerns/>
- ❖ Call 0303 123 1113
- ❖ Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer** email: office@oldfletton.peterborough.sch.uk.