

# Privacy Notice for School Job Applicants



HEADLANDS CE (C) J I & N SCHOOL

## Privacy Notice for School Workforce

Under UK data protection requirements, individuals have a right to be informed about how the school uses any personal data. The school complies with this requirement by providing 'privacy notices' (sometimes called 'fair processing notices') to inform individuals about how their personal data will be processed.

This privacy notice explains how the school collects, stores and uses personal data about individuals applying for jobs at our school. Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

### Who processes your information?

Headlands CE J I & N School is the data controller of the personal information provided to us. This means the school determines the purposes for which, and the manner in which, any personal data is to be processed.

In some cases, personal data processing will be outsourced to a third-party; however, this will only be done with your consent, unless the law or our policies allow the school to share the personal data. Where the school outsources data to a third-party processor, the same data protection standards that the school upholds are imposed on the processor.

Data Tools for Schools is the Data Protection Officer (DPO). While the school remains responsible for data protection, the role of the DPO is to oversee and monitor the school's data protection procedures, and to support the school in its compliance with the UK data protection requirements. The DPO can be contacted via the school office on 01924 767066 or [office@headlandsce.net](mailto:office@headlandsce.net).

### What personal data is collected?

Personal data that we may collect, use, store and share (when appropriate) about our governors and volunteers 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 does the school collect personal data?

The purpose of collecting and 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 those that require them

Whilst the provision of the majority of personal data is mandatory, some of it is provided to the school on a voluntary basis. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## The lawful basis on which the school will use personal data

The school will use a lawful basis to collect and use personal data. Most commonly, the school will use it where it needs to:

- comply with a legal obligation
- carry out a task in the public interest

Less commonly, the school may also use personal data where:

- you have given us consent to use it in a certain way
- the school needs to protect your vital interests (or someone else's interests)

Where we process special categories of personal data, such as ethnicity, the processing is necessary for reasons of substantial public interest. Where this doesn't apply the school will seek consent for specific purposes.

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

## Storing personal data

The school will create and maintain file for each job applicant. The information contained in this file is kept secure and is only used for purposes directly relevant to your application for work for the school. Once the application process has ended, the school will retain this file and for unsuccessful candidates delete the information six months after the date of employment of the successful candidate. The successful candidates record will form the basis of their employment record.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, the school will shred or incinerate paper-based records and override electronic files. The school may also use an outside company to safely dispose of records.

## Data sharing

We do not share information about you with any third party without your 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) the school may share personal data 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

## Requesting access to personal data

Individuals have a right to make a 'subject access request' to gain access to personal information held.

If you make a subject access request, and if the school does hold information about you, the school will:

- give you a description of it
- tell you why the school is holding and processing it, and how long it will be kept for
- explain where the school 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 the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a subject access request, please contact the DPO via the school office. You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the summer holidays. This will be the case where the request is complex - for example, where we need multiple staff to collect the data.

## Other rights regarding personal data

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 the use of your personal data if it would cause, or is causing, damage or distress
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations
- To exercise any of these rights, please contact the DPO via the school office.

## Complaints

We take any complaints about the collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about data processing, please raise this with the school in the first instance.

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

## Where can you find out more information?

If you would like to find out more information about how we use and store your personal data, please visit our website <https://www.headlandsofeschool.co.uk/> to view our Data Protection Policy.