

Privacy Notice - Job Applicants

Vision

Our vision is that children are nurtured to love learning, love one another and love God.

'Love learning, love one another, love God.'

Love the Lord your God with all your heart, soul, mind and strength and love your neighbour as yourself (Mark 12)



Policy drafted by: April Owens

Agreed by governing body: Spring 2021

Review: Spring 2023

How we use Job Applicant's Information

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' (sometimes called 'fair processing 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, Holy Trinity CE Primary are the 'Data controller' for the purposes of data protection law.

We have appointed Grow Education Partners Ltd as our data protection officer (DPO and the responsible contact is David Coy (see 'Contact us' below).

Successful candidates will also need to refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used once they joined the school.

1. The personal data 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 limited to:

- Personal information (such as name, date of birth)
- Contact details and preferences (such as telephone number, email address, postal address)
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records (such as including work history, job titles, training records and professional memberships)
- Information about your criminal record.
- Close Circuit Television (CCTV) Images
- Protected characteristics (such as Race, ethnicity, religious beliefs, sexual orientation)
- Relevant Medical Information; (such as Disability and access requirements)

We may also hold personal data about you from third parties, such as references supplied by former employers or service users, information provided during the completion of our pre-employment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

2. Why we use this data

The purpose of collecting and processing this data includes but is not limited to;

- Staff Recruitment and ensuring we have all the necessary information to enter into a contract with you
- Fulfilling our legal obligations; for example to check a successful applicants eligibility to work in the UK before employment starts
- 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

3. Our lawful basis for using this data

This section contains information about the legal basis that we are relying on when handling your information. These are defined under Data Protection legislation and for personally identifiable information are

- Data subject gives consent for one or more specific purposes.
- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary to protect the vital interests of the data subject.
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

When we process special category information, which is deemed to be more sensitive, the following lawful basis are used;

- The data subject has given explicit consent.
- It is necessary to fulfil the obligations of controller or of data subject.
- It is necessary to protect the vital interests of the data subject.
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- Reasons of public interest in the area of public health

4. Collecting this information

While the majority of information we collect about you is mandatory, some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

5. How we store this data

Personal data we collect as part of the job application process is stored in line with our data protection policy. When it is no longer required, we will delete your information in accordance with our data retention policy.

6. What if you do not provide personal data?

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

7. Unsuccessful Candidates

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process.

At the end of that period, your data is deleted or destroyed.

8. Data sharing

In order for us to legally, effectively and efficiently function we are required to share data with appropriate third parties, including but not limited to

- Former Employers – to obtain references.
- Employment background check providers- to obtain necessary background checks.
- Our auditors- to ensure our compliance with our legal obligations
- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a head teacher 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

9. Transferring data internationally

We may send your information to other countries where:

- we or a company we work with store information on computer servers based overseas; or
- we communicate with you when you are overseas

The European Commission has produced a list of countries which have adequate data protection rules. The list can be found here:

http://ec.europa.eu/justice/data-protection/internationaltransfers/adequacy/index_en.htm

If the country that we are sending your information to is not on the list or, is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland) then it might not have the same level of protection for personal information as there is the UK. However, we will always conduct appropriate due diligence when any of these circumstances occur to ensure there is no undue risk to your data

10. Data Protection Rights

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, 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
- NOT provide information where it compromises the privacy of others
- 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.

In most cases, we will respond to subject access requests within 1 month, as required under data protection legislation. However, we are able to extend this period by up to 2 months for complex requests or exceptional circumstances.

We reserve the right to verify the requester's identification by asking for Photo ID, if this proves insufficient then further ID may be required.

Your Other Rights regarding your Data:

- Withdraw their consent to processing at any time, this only relates to tasks which the school relies on consent to process the data.
- Ask us to rectify, erase or restrict processing of their personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidence is supplied
- Prevent the use of their personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest, official authority or legitimate interests.
- Request a copy of agreements under which their personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement, that might negatively affect them)
- Request a cease to any processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Submit a complaint to the ICO
- Ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances)

If you would like to exercise any of the rights or requests listed above, please contact Alison Bateman Head Teacher

- abateman@htprimary.com
- 0208 940 2730
- Holy Trinity CE Primary School, Carrington Road, Richmond TW10 5AA

The School will comply with the Data Protection legislation in regard to dealing with all data requests submitted in any format, individuals are asked to preferably submit their request in written format to assist with comprehension.

11. Data Protection Breaches

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact Alison Bateman Head Teacher at Holy Trinity CE Primary School abateman@htprimary.com and advise us without undue delay.

12. Complaints

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

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our independent data protection officer, David Coy (contactable on david.coy@london.anglican.org, 07903 506531).

Alternatively, you can refer 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

13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either our School Data Protection Lead, contact April Owens Finance Officer aowens@htprimary.com or our independent Data Protection Officer, David Coy (contactable on david.coy@london.anglican.org, 07903 506531).