



*"A Local School with a Global Perspective"*

# Shaftesbury Park Primary School

## Privacy Notice for Job Applicants

This notice is to help job applicants understand what types of data Shaftesbury Park Primary School collects and holds on job applicants, what we do with that information, how long we keep it for and other relevant information about your data. It also explains the decisions that job applicants can make about their information. If you have any questions about this notice please talk to the Headteacher, Mrs Richards.

This privacy notice does not form part of any contract of employment. We reserve the right to make changes to this notice at any time. If you are affected by substantial change an alternative statement will be made available to you. Where you are successful in your application and are appointed to a position you will be issued with a staff privacy notice which supercedes this privacy notice.

### **How we collect your personal information**

We collect data about job applicants in a number of ways throughout the application and recruitment process. This may be directly from candidates in the form of a job application or curriculum vitae or via an employment agency or a third party, for example former employers when gathering references or education providers. Shortlisted candidates are also subject to an online search in line with our safer recruitment policy.

Whilst the majority of the information we collect is mandatory, there is some information that you can choose whether or not to provide to us.

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 personal data we collect and hold**

Personal data is any information that Shaftesbury Park holds that can be used to identify a living person.

The type of data that we may collect, use, store and share (when appropriate) about you as an applicant includes, but is not restricted to:

- Contact details (name, phone number, address, email address)
- Personal identification details (NI number, passport number, teacher number where applicable, date of birth, gender)
- Evidence of qualifications or professional memberships
- Employment history information
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process

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

- information relating to your race or ethnicity, religious beliefs, sexual orientation, sex life and political opinions
- information about your health, including any medical conditions and disabilities;
- information about criminal convictions and offences

Additionally, CCTV recordings whilst you are on the premises are also classed as personal information.

### **Why we use this data**

Shaftesbury Park Primary School processes your personal data as part of the recruitment process in order to:

- enable to school to manage its recruitment process
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- ensure the school is complying with its legal obligations in relation to the right to work in the UK
- ensure a candidate is suitable and qualified for a particular role
- enter into an employment contract, should you be successful
- enable ethnicity and disability monitoring in accordance with the Equalities Act
- ensure reasonable adjustments can be made for those applicants who have a disability
- ensure a fair recruitment process has taken place

### **Our lawful basis for using this data**

We only collect and use personal data 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 (provision of Education under the Education Act 2002 - including statutory guidance on Keeping children safe in education, Sept 2022).

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

- You have given us consent to use it in a certain way (this is the basis on which we process the "special categories" of data, in relation to ethnicity and disability).

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.

## How do we look after and keep safe the personal data of job applicants?

Access to personal data is limited to those who need to know. We create and maintain a file for each vacancy. The information contained in this file is securely stored at the school and is only used for purposes directly relevant to recruitment to the post.

## How long is personal data stored?

If you are not successful in your application we will retain your file for six months before destroying the information in it in accordance with the *Information and Records Management Society's toolkit for schools* which can be seen at:

<https://irms.org.uk/page/SchoolsToolkit>

In exceptional circumstances, information may be kept for a longer time than usual, but only with good reason and only if we are allowed to do so under data protection law.

## Data sharing

We do not share information about job applicants with anyone 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 safeguarding concerns
- Our regulator, Ofsted to evidence our recruitment processes, and equality of opportunity
- Our auditors to evidence correct management of our HR records

## Your Rights

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our Data Protection Lead and Headteacher, Mrs Richards.

You also 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, 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, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>

## Contact

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer Gary Hipple at [schoolsdpo@richmondandwandsworth.gov.uk](mailto:schoolsdpo@richmondandwandsworth.gov.uk) .