

PRIVACY NOTICE

Job Applicants

Privacy Notice – The Data Protection Act 1998 and General Data Protection Regulation 2018 : How we use your information

We collect and process personal information as part of our public functions under both the Data Protection Act 1998 and General Data Protection Regulation.

We, Bexton Primary School and Nursery, process personal data relating to those applying for jobs at our school in order to facilitate the recruitment process.

Successful candidates should refer to our Privacy Notice for the School Workforce for information about how their information is collected, stored and used.

Why do you need my information?

The collection of this information will 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

The categories of information that we collect, hold and share include:

- Contact details
- Date of birth, marital status and gender
- National Insurance number
- Right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, working hours, salary details 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

Our lawful 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 information

While the majority of the information we collect from you is mandatory, there may be 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.

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 line with the criteria set out in the Information and Record Management Society's toolkit for schools.

Who will my information be shared with?

We will not share information about you with third parties without your consent unless the law and our policies allows us to.

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
- suppliers and service providers – to enable them to provide the service we have contracted them for such as HR recruitment and support
- professional advisers and consultants – to assist in the recruitment process
- governors – to assist in the recruitment process

Will this information be used to take automated decisions about me?

We do not use the information for these purposes.

Will my data be transferred abroad and why?

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.

Requesting access to your personal data

You have the right under the Data Protection Act 1998 (General Data Protection

Regulation) to request a copy of your information and to know what it is used for and how it has been shared. This is called the right of subject access.

To make a request for your personal information, contact the Head Teacher.

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, 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/>

Contact:

If you would like to discuss anything in this privacy notice, please contact the Head Teacher.

