



Calshot Primary Privacy Notice (How we use job applicants information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data 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.

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

The categories of school job applicants information that we may collect, process, hold and share include:

- personal information (such as name, contact details, employee or teacher number, national insurance number)
- special categories of data including characteristics information (such as dob, gender, age, ethnic group, disability and access arrangements)
- qualifications (and where relevant, subjects taught)
- safeguarding records (such as right to work documentation, prohibition checks and DBS)
- employment checks (such references and disciplinary/ grievance information)
- employment records (such as job history, training records and professional memberships)

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

The lawful basis on which we process this information

We collect and use job applicants personal information under:

- GDPR Article 6 (1) (b) where processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- GDPR Article 6 (1) (e) which states that the processing is for the performance of a task carried out in the public interest or in the exercise of the data controller's official authority where the processing is necessary for the exercise of a function of the Crown, a Minister of the Crown or a Government Department ie. DFE and is a proportionate means of achieving a legitimate aim. This provision covers data.
- GDPR Article 6 (1) (f) which states that processing is necessary for the purpose of the legitimate interests pursued by the controller or a by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data
- GDPR Article 9 (1) (b) which states that processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing appropriate safeguards for the fundamental rights and the interests of the data subject
- GDPR Article 9 (1) (g) which states that processing is necessary for reasons of substantial public interest on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

- GDPR Article 9 (1) (j) which states that processing is necessary for achieving purposes in the public interest, scientific or historical purposes or statistical purposes in accordance with Article 89 (1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Collecting information

While the majority of the information we collect from you 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.

Storing job application data

Personal data is stored in accordance with our data protection policy.

We maintain a file to store personal information about all future employees. The information contained in this file is kept secure and is only used for purposes directly relevant to your application to work with the school.

When your relationship with the school has ended, we will retain and dispose of your personal information in accordance with our record retention schedule.

We hold job applicants data for:

- personal information is held for 6 months
- special categories of data including characteristics information is held for 6 months
- qualifications are held for 6 months
- safeguarding records are held for 6 months
- employment checks are held for 6 months
- employment records are held for 6 months

Who we share job applicants information with

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
- Employment and recruitment agencies

Why we share job applicants information

We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.

Requesting access to your personal data

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 Mr. M. Wingrove (Data Protection Officer)

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

If you have a concern about the way we are collecting or using your personal data, we ask 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/>