

## Privacy notice – how the school uses prospective employees’ information

This privacy notice describes how we collect and use personal information relating to prospective employees, in accordance with the UK General Data Protection Regulation (GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

### What categories of information are processed?

The categories of personal information that we process include the following:

- **Personal information** – e.g. name, teacher number, National Insurance number, and contact details
- **Characteristics information** – e.g. gender, age and ethnicity
- **Contract information** – e.g. start date, hours worked, post, roles and salary information
- **Qualifications** and, where relevant, the subjects taught
- **Recruitment information** – e.g. employment history, documentations relating to employment checks, references

### Why do we collect and use your information?

We will only collect your information when we have a good reason to do so in line with the law – this is known as having a lawful basis to use data. Most commonly these are the legal justifications for the data we collect:

- **Consent:** you have given clear consent to process personal data for a specific purpose
- **Contract:** the processing is necessary for a contract with an individual
- **Legal obligation:** the processing is necessary to comply with the law (not including contractual obligations)
- **Vital interests:** the processing is necessary to protect someone’s life
- **Public task:** the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- **The Education Act 1996:** for Departmental Censuses 3 times a year

Here are the reasons why we collect and use your information:

- To complete the recruitment process fairly
- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our current recruitment performance

### How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- Questionnaires

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **How do we store your information?**

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information securely is retained and disposed of in line with the Trust's Records Management Policy, which can be found on our website.

For more information about how we keep your information safe, please see the Trust's Cyber Security Policy, which can be found on our website.

### **Who do we share your information with?**

We routinely share your information with:

- Collective Vision Trust
- Ofsted

### **Why do we share your information?**

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

We share information with Collective Vision Trust as they are the legal employer for all school staff.

### **Sharing with the Ofsted**

We share information about prospective employees with Ofsted to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

### **What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you.

- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information that we hold about you, please contact the school office.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's Data Protection Officer, Mrs D Beardsmore, via the school office in the first instance. You can also contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns>. The ICO is the UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals.

### **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Data Protection Officer, Mrs D Beardsmore, via the school office.

### **Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. The school will inform you when this privacy notice has changed; however, we also recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on February 16<sup>th</sup> 2023.

### **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact the school office in the first instance.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website, (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>) or download our Data Protection Policy

and Records Management Policy.-----  
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**Declaration**

I, name of potential employee, declare that I understand:

- The categories of my personal information that the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and the school’s policies allow them to do so.
- My information is retained in line with the school’s Records Management Policy.
- My rights to the processing of my personal information.

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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**For school use only**

Date privacy notice last updated: \_\_\_\_\_