

Privacy notice for prospective employees

Privacy notice – how the school uses prospective employees' information

What categories of information are processed?

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

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnicity
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

- Relevant Medical information

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register, which can be found at the school office.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance

Under the UK General Data Protection Regulation (UK GDPR), the legal basis/bases we rely on for processing personal information for general purposes are:

- to enter into or carry out a contract e.g., to employ people or buy services for people to use.
- to comply with the law e.g., data sharing with child protection partners like social care, the NHS, and the Local Authority.
- to protect vital interests e.g., allergy or other health information,
- having consent e.g., use images and names in publicity

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- having consent e.g., to use biometric controlled catering services or referral to occupational health or other support services.
- to comply with the law e.g., pre-employment criminal record checks, providing reasonable adjustments for work or interview.
- for preventative or occupational medicine or to assess the work capacity of a volunteer or to improve public health e.g., report notifiable diseases to local or national government departments;

- to make or defend legal claims e.g., some special educational needs records which include details about the staff involved, and all accident records etc.

How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- Questionnaires
- References

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 is retained and disposed of in line with the school's Records Management Policy, which can be found at the school office.

For more information about how we securely store your information, please see the school's Data and Cyber-security Breach Prevention and Management Plan, which can be found on the school website.

Who do we share your information with?

We routinely share your information with:

- Ofsted
- Westmorland and Furness Council
- DfE
- our payroll and pensions service provider to pay people;
- the Local Government Pension scheme (Your Pension Service) to manage pension contributions;
- HMRC for legal and tax reasons;
- organisations involved with our children like the local authority or other partner professionals who need the names, job titles, contact details and perhaps qualifications of our employees, the places we take children to on trips who might need more personal information like next of kin and medical needs, and workforce development organisations like training providers;

- Government departments like UK Health Security Agency, local authority public health, and District Council Environmental Health Departments to comply with the law and support public health action;
- Occupational Health and similar staff support services only with the consent of the individual.

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.

Sharing with 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 we hold 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 we have about you, please contact

Mr G France,
Data Protection Officer,
015394 40810.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

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 at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO,

Mr G France,
Data Protection Officer,
015394 40810

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 25.09.23.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact
Mr G France,
Data Protection Officer,
015394 40810

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [school website link](#), 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 found link](#).

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: _____

For school use only

Date privacy notice last updated: _____