

## **Privacy Notice – Job Applicants (How we process personal data)**

This privacy notice describes how we collect and use personal information about individuals applying for jobs at our school, in accordance with the General Data Protection Regulation (GDPR).

We collect, store and use personal data relating to those seeking to work at St Luke's C.E. Primary School. This is for employment purposes to assist in the running of the 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 job applicant information that we collect, process, hold and share include:**

- personal information (such as name, contact details and teacher number)
- copies of right to work documentation
- references, including disciplinary and grievance information (such as warnings issued to you)
- evidence of qualifications
- employment records, including work history, job titles, training records and professional memberships
- images (CCTV)

### **Why we collect and use this information**

We use this data 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
- ensuring that appropriate access arrangements can be provided for candidates that require them

### **The lawful basis on which we process this information**

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 this 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 this information**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Data Retention document.

### **Who we share this information with**

We do not share information about you with any third party without your 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 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
- professional advisers and consultants
- employment and recruitment agencies

### Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer at [office@stlukes.rbksch.org](mailto:office@stlukes.rbksch.org).

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

To exercise any of these rights, please contact our data protection officer.

### Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer. Alternatively, you can make a complaint to the Information Commissioner's Office:

- report a concern online at <https://ico.org.uk/concerns/>
- call 0303 123 1113
- or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer at [office@stlukes.rbksch.org](mailto:office@stlukes.rbksch.org).