

ENGLEFIELD CHURCH OF ENGLAND PRIMARY SCHOOL

PRIVACY NOTICE FOR JOB APPLICANTS

(GDPR)



As part of any recruitment process, our school collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet our data protection obligations.

What information do we collect?

Englefield Primary School collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

We may collect this information in a variety of ways, e.g. data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests. We may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The school will seek information from third parties during the selection process (such as references) and prior to a job offer being made.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the school process personal data?

We need to process data to take steps at your request prior to entering into a contract with you. Englefield Primary has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the governing body, senior leadership team, administration and HR team, interviewers involved in the recruitment process, and other members of the school's staffing team if access to the data is necessary for the performance of their roles.

The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The school may then share your data with employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks and any third party HR or Payroll provider to enable contractual documentation to be produced and to pay you.

The school will not transfer your data outside the European Economic Area.

For how long does the school keep data?

If your application for employment is unsuccessful, the school will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the school to keep your personal data on file, we will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period [or once you withdraw your consent], your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the school/trust to change incorrect or incomplete data;
- require the school/trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Mrs Kate Scott, Finance Officer on 01189302337/finance@englefield.w-berks.sch.uk

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all. If you have a concern about the way we are collecting or using your personal data, or you believe that we have not complied with your data protection rights 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:

School Business Manager – Mrs Kate Scott, finance@englefield.w-berks.sch.uk / 0118 9302337

Data Protection Officer – Mr Gerard Strong, gerard.strong1@westberks.gov.uk / 07500 785950