

South Hams Federation



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Privacy notice for job applicants

This notice explains how we collect and use personal information about you during and after your working relationship with us, in accordance with UK GDPR.

As a public authority, we are a 'data controller' which means that we are responsible for deciding how we hold and use personal information about you.

Successful candidates should refer to our privacy notice for staff for information about how we handle their personal data.

We will comply with the data protection principles when gathering and using personal information as set out in our data protection policy which is available on our website.

1 WHAT TYPE OF PERSONAL DATA DO WE COLLECT AND PROCESS?

The school collects and processes a range of information about you up to the shortlisting stage of the recruitment process which may include:

- Your name, address and contact details, including your email address, telephone number, date of birth and gender.
- Emergency contact information such as names, relationship, phone numbers and email addresses.
- Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications.
- Details of your employment history including job titles and salary.
- Information regarding your criminal record as required by law to enable you to work with children.
- Details of your referees and references.
- Your racial or ethnic origin, gender and sexual orientation, religious or similar beliefs.

We may also collect information after the shortlisting and interview stage in order to make a final decision on whether to recruit which may include details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

We collect this information in a variety of ways. For example, data is collected through application forms, CVs, obtained from your passport or other identity documents, such as your driving licence; from forms completed at the start of or during your employment; from correspondence with you; or through interviews, meetings, or other assessments.

2 HOW WE USE YOUR INFORMATION

We will only use your personal information when the law allows us to do so. Most commonly, we will use your information to:

- take steps to enter into a contract with you
- comply with a legal obligation such as health and safety or employment legislation

Generally, the purposes of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role you have applied for. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you (for example, if incorrect reference information is provided) or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

3 HOW WE USE PARTICULARLY SENSITIVE INFORMATION

Sensitive personal information (defined as 'special category data' in UK GDPR legislation) requires higher levels of protection and further justification for collecting, storing and using this type of sensitive personal information. We may process this data in the following circumstances:

- with your explicit written consent
- where we need to carry out our legal obligations in line with our data protection policy (available on our website)
- where it is needed in the public interest, such as for equal opportunities monitoring
- where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards. Less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent.

4 CRIMINAL CONVICTIONS

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.

Where appropriate we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you in the course of working for us.

5 SHARING INFORMATION

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so. These include the following:

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency)
- Referees
- Other schools
- DBS
- Recruitment and supply agencies

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually information will be anonymised but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

6 RETENTION PERIODS

Except as otherwise permitted or required by applicable law or regulation, we will only retain personal data for as long as necessary to fulfil the purposes we collected it for as required to satisfy any legal, accounting or reporting obligations, or as necessary to resolve disputes.

How long we keep your information will depend on whether your application is successful and whether you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our Data Retention Policy and Data Retention Schedule available on our website.

7 SECURITY

We have put in place measures to protect the security of your information (ie to prevent it being accidentally lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office of a suspected breach where we are legally required to do so.

8 RIGHT TO WITHDRAW CONSENT

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact hr@southhamsfederation.org.uk

Once we have received your notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to unless we have another legitimate basis for doing so in law.

9 RAISING A CONCERN

We hope that our Executive Headteacher can resolve any query you raise about our use of your information in the first instance. However, if this is not the case, please contact our Data Protection Officer via: hr@southhamsfederation.org.uk

You also have the right to make a complaint at any time to the Information Commissioner's Office:

Customer Contact
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
SK9 5AF