Privacy Notice for Job Applicants

How we use job applicants information

Who processes your information?

Diamond Hall Infant Academy is the data controller of the personal information you provide to us. This means the school determines the purposes for which, and the manner in which, any personal data relating to job applicants, is to be processed.

In some cases, your data will be outsourced to a third party processor; however, this will only be done with your consent, unless the law requires the school to share your data. Where the school outsources data to a third party processor, the same data protection standards that Diamond Hall Infant Academy upholds are imposed on the processor.

Why do we collect and use your information?

Diamond Hall Infant Academy holds the legal right to collect and use personal data relating to job applicants. We collect and use personal data in order to meet legal requirements and legitimate interests set out in the GDPR and UK law, including those in relation to the following:

- Data Protection Act 1998 (DPA)
- EU General Data Protection Regulation (GDPR) - Article 6 and Article 9
- Education Act 1996 and 2006
- The Education and Inspections Act 2006
- The Employment Rights Act 1996
- The Employment Act 2002
- Disability Discrimination Act 2005

Our lawful basis for processing is therefore as we have a statutory obligation as defined by Article 6(1)(c) of the General Data Protection Regulation (GDPR). Some of the information we need to hold is classed as special category information – primarily ethnicity, gender, health conditions and trade union membership. Our legal basis for processing this data is provided by Article 9(2)(b) of GDPR.

In accordance with the above, data for job applicants is collected and used for the following reasons:

- To assess and confirm a candidate's suitability for employment
- To contact you directly during the recruitment and selection process
- Ensure equal opportunities for all job applicants

What data is collected?

The categories of workforce information that the school collects, holds and shares include the following:

- Personal information – e.g. name and employee/teacher number
- Characteristics – e.g. gender, date of birth, ethnicity, nationality and country of birth
- Qualifications – e.g. QTS, Level of Qualification, Subject of Qualification
- Work absence information – e.g. number of absences and reasons for absence, holidays
- Contact information – e.g. address, email and telephone numbers
- Relevant health, medical and dietary information

Whilst the majority of the personal data you provide to the school is mandatory, some may be provided on a voluntary basis. When collecting data and in order to comply with the General Data Protection Regulation, we will always inform you whether you are required to provide this data or if your consent is needed. Where consent is required, the school will

provide you with specific and explicit information with regards to the reasons the data is being collected and how the data will be used. **We will always respect your right to refuse to provide information where it is not statutory.**

How long is your data stored for?

All personal data relating to job applicants at Diamond Hall Infant Academy is stored securely and in line with the school's data retention guidelines, after which they are safely and securely destroyed.

All information is held securely with physical, organisational and electronic access controls to safeguard the information both at rest and when in transit.

Will my information be shared?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Diamond Hall Infant Academy will not share your personal information with any third parties without your consent, unless the law allows us to do so.

Why is my information shared?

We do not share information about job applicants with anyone without consent unless the law and our policies require or allow us to do so. We will always seek your positive consent to share information if there is no legal basis to share.

What are your rights?

Under data protection legislation, you have the following rights in relation to the processing and retention of personal data. You have the right to:

- Be informed about how Diamond Hall Infant Academy uses your personal data.
- Request access to the personal data that Diamond Hall Infant Academy holds.
- 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

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have any concerns about the way Diamond Hall Infant Academy is collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office (ICO) at https://ico.org.uk/concerns/

Who can I contact to discuss this Privacy Notice?

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

Mrs E Swansbury, School Business Manager – Tel: 0191 5640222
Email: enquiries@diamondhallinfantacademy.co.uk

The school's Data Protection Officer can be contacted via the following methods:
Write to: Data Protection Officer, Governance Services, Civic Centre, PO Box 100, Sunderland SR2 7DN.
Tel No: 0191 520 5555
Email: Data.Protection@sunderland.gov.uk