

## RECRUITMENT PRIVACY NOTICE

### ESTABLISHMENT: PRIOR'S MILL C of E (VC) PRIMARY SCHOOL

#### Statement

As a Voluntary Controlled school we are registered as an individual Data Controller. Stockton on Tees Borough Council are also registered as a Data Controller. Both organisations collect and use information personal to you in accordance with data protection legislation.

This document outlines what you can expect from us when you apply for work with us and provide us with your personal information. It makes you aware of how and why your personal information will be processed for the purposes of recruitment. The term processing covers virtually everything that can be done with your personal information, including collection, recording, storage, disclosure, erasure and destruction.

#### **1. Why are we asking for your information and how will we use the information about you?**

The School will seek to ensure that the right candidate is appointed for each post and applications are treated in a fair and consistent manner. The School has a legitimate interest in processing personal information from job applicants as this allows us to manage the recruitment process and evaluate a candidate's suitability for employment. It also allows us to take steps to potentially enter into a contract with a successful applicant when we decide to whom to offer a job. It further allows us to ensure that we are complying with our legal obligations. For example, to check a successful applicant's eligibility to work in the UK before employment starts. We may also need to process personal information from job applicants to respond to and defend legal claims. These are the legal conditions that we are relying upon to process your personal information.

We will process your personal information to:

1. Assess your skills, qualifications, and suitability for the role.
2. Communicate with you about the recruitment process.
3. Check you have the necessary permission to work in the UK.
4. Carry out appropriate background checks, including references and DBS checks.
5. Comply with legal and regulatory requirements.
6. Access funding from third parties i.e. Apprentices.

Having received your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If we decide your application is strong enough to invite you for an interview we will then take up references on all shortlisted candidates. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then confirm qualifications, undertake Employer's Right to Work checks, medical clearances, professional body registration, criminal record and other disclosure checks if applicable, before confirming your appointment.

#### **2. Who will use your information?**

Your personal information will be shared internally for the purposes of recruitment on a 'need to know' basis, including with members of the school's recruiting panel, the Borough Council HR and Payroll Services.

Job offers are conditional on receiving satisfactory pre-employment checks. When a conditional job offer is made and accepted, some of your personal information will be shared with:

- Referees provided by you on your application form.
- Disclosure and Barring service to obtain necessary criminal records checks.
- Occupational Health for pre-employment health screening.
- PS Administration Ltd who are the administrators of the Local Government Pension Scheme, and The Teachers' Pension Scheme, for the purpose of auto-enrolment into the pension scheme.

We require all of our third-party service providers to take appropriate security measures to protect your personal information and to only process your personal information for specified purposes. We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes.

### **3. What personal information do we hold about you?**

You proactively provide us with your personal information when you apply for a job at the School. If your application progresses to the next stage, we will collect further information as part of the recruitment process, for example during interviewing. We also may obtain personal information about you from third parties, such as your references and background check providers.

The main categories of personal information which we process for the purposes of recruitment are set out below:

- Your name, address, date of birth, and contact details, including email address and telephone number.
- Details of your qualifications, skills, experience, employment history, other relevant experience and achievements.
- National insurance number.
- Information about your current level of pay/salary.
- Details of membership of any professional/technical bodies.
- Any conditions/restrictions relating to fitness to practice by a regulatory or licensing body; and Disqualification under the Childcare Act.
- Information about driving ability if a post requires a specific type of licence.
- Disclosure information by way of a Disclosure and Barring Service (DBS) check.
- Documentary evidence showing you are entitled to work in the UK.
- Employment references.
- Any information you provide to us during the interview together with the outcome and results of any interviews, assessments or tests which formed part of the recruitment process.
- Information providing you with the outcome of an interview selection process, including correspondence and any feedback given.
- If you are related to a member of the governing body, a member of staff or a pupil to ensure that you are neither disadvantaged nor favoured in your application.
- Original qualification certificates in accordance with the essential/desirable criteria required for the post.
- NQT and induction certification for Teaching positions

We may also process “special categories” of more sensitive personal information in the following ways:

- Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process. We may also use this information to take positive action in terms of undertaking to interview any applicant who declares a disability and who meets the essential (minimum) criteria for the job.
- Pre-employment health checks by Stockton Borough Council’s occupational health advisor to identify any health issues that may require support, and/or to assess whether there are any statutory and legal reasons why an individual may not carry out particular work.
- We will process information about your criminal convictions history if we would like to offer you a role where we are entitled or required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. 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.

#### **4. How long will we keep your personal information?**

We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether or not to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not unlawfully discriminated against candidates and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

If you accept an offer of employment by us, any relevant personal information collected during your pre-employment period will become part of your personnel record and will be processed in accordance with the School’s Employee Privacy Notice.

#### **5. How can you access or correct your personal information?**

You have the right to request the following in relation to the personal information we hold. Subject to some legal exceptions, you have the right:

- to access and obtain a copy of your personal information on request;
- to have any inaccuracies or incomplete information corrected;
- to have your personal information erased (also known as the right to be forgotten);
- to place a restriction on our processing of your personal information;
- to object to the processing of your personal information ;
- to request a copy of your personal information in a commonly used format so that it can be given to someone-else (data portability).
- If you would like to exercise any of the rights outlined above please contact the Headteacher or the school’s Data Protection Officer using the subject access request available on our website.

If you would like further information, about your rights to your information, please visit the Information Commissioner’s Office website.

In the limited circumstances where you may have given your consent for us to use your personal information and wish to withdraw this consent please contact the Headteacher or the schools designated Data Protection Officer, details of which are available on our website.

**6. Is your personal information processed overseas?**

Your information will not be processed outside the European Union.

**7. Automated decision-making**

Automated decision making takes place where an electronic system uses personal information to make a decision without human intervention. We do not take any decisions about you during the recruitment process using automated means.

**8. What security measures are in place to protect your personal information?**

The school takes the security of your personal information seriously and has internal policies and controls in place to ensure that your personal information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees and council services in the proper performance of their duties.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so

**9. What happens if I don't provide you with my personal information?**

If you fail to provide information when requested, which is necessary for us to consider your application, we will not be able to process your application successfully.