**Privacy Notice for Job Applicants**

Monkton Infants School processes personal data under the Education Act 1996 (departmental censuses), Data Protection Act 1998 and EU General Data Protection Regulation (GDPR) Article 6, and Article 9 - from 25 May 2018 (excluding (f) legitimate interests).

Special category data from article 9 is processed under condition (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purpose, except where Union of Member State law provides that the prohibition referred to in paragraph 1 may not be lifted by the data subject.

Monkton Infants School is the Data Controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to staff is to be processed.

Mr Bryan Chapman is the Data Protection Officer. His role is to oversee and monitor the school’s data processing practices. He can be contacted at dpo@chapmandis.co.uk.

This statement explains how we use the personal information that we collect from you during our recruitment process.

**WHICH DATA IS COLLECTED FROM JOB APPLICANTS?**

* Personal information (such as name, address, national insurance number)
* Special categories of data including characteristics information (such as gender, age, ethnic group)
* Details of your current or most recent employment.
* Work absence information (such as number of absences and reasons)
* Qualifications (and, where relevant, subjects taught) and training.
* The name and contact details of 2 references (you should get the permission of these people to contact them in relation to your application).
* Details of identity and eligibility for employment in the UK.
* Further information to support your application.
* We will ask you to confirm whether you hold a driving licence and what type this is, if this is a requirement of the job.

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We have a legal duty to monitor information on equality and diversity in our recruitment process and to ensure that our employment processes are fair and accessible. So, we will also ask you to provide some information for the purposes of monitoring equality and diversity in our recruitment processes. The information that you choose to provide in this section of your application is treated in the strictest confidence. It is not taken into account when deciding on your suitability for the post you have applied for. This information can include:

* Gender
* Date of Birth
* Ethnic Origin
* Sexual life
* Disability

We will also ask you to declare if you have any relationship with a Senior Officer or Elected Member of the Council, or are applying for a post based at a school and you are related to a member of the Trust Board.

It is important that the data that you provide about you is correct. You should advise us as soon as possible if you need us to make any changes.

**WHY DO WE NEED YOUR INFORMATION? HOW WILL WE USE IT?**

We use this information to:

Process your application for the post for which you are applying.

Assess your suitability for the post for which you are applying.

Create your employment record if you are successful in your application and allocate you the equipment and resources that you need to do the job.

Improve our recruitment, employment, and equality and diversity, policies and practices.

Ensure the safety of our workplace and ensure the health and safety and safeguarding of our customers.

Protect our business from fraud or illegal activities.

Carry out our statutory and public duties.

We will only use your information in relation to the post for which you are applying. If you wish to apply for more than one job with us you will need to complete a separate application each time.

Where we use information for recruitment monitoring and statistical purposes, we will anonymise and depersonalise the information.

As we are responsible for protecting public funds that we manage we may also use the information that you provide to detect and prevent crime or fraud.

**ON WHAT BASIS DO WE PROCESS YOUR INFORMATION WHEN YOU APPLY FOR A JOB WITH US?**

When you apply for a job with us, you do so voluntarily and you provide your information on the basis that it will be used for the purpose of recruitment.

On our application form, we ask you to give us consent to record and process the information that you provide, for the purposes of the job application. This is in line with Article 6 (1) (b) of the GDPR. If you do not give us consent to use the information that you provide, then we will not be able to process your application.

You may choose not to provide some information requested on the form. However, this may lead to delays in us processing your application and may affect our ability to improve our recruitment policies and processes. Where you have a choice in providing information, this is clearly indicated on the form.

Article 9 (2) (b) enables us to process sensitive personal data for the purposes of monitoring equality and diversity in our recruitment and employment processes.

**HOW IS YOUR INFORMATION SHARED?**

We will share your information with those involved in the recruitment process.

For the purposes of the detection of crime or fraud we may share your information with law enforcement bodies, such as the Police, HMRC, or other organisations that inspect and manage public funds. We do not require your permission to share your information for this purpose and we may not notify you that we have done so.

We will not sell your personal data on to third parties. We will not pass on your personal data to unrelated third parties unless we are allowed or required to do so by law, or we have your explicit permission to do so.

**WHERE YOUR DATA MAY BE PROCESSED**

All of this information is processed within the UK.

**HOW LONG DO WE KEEP HOLD OF YOUR INFORMATION**

Personal data is retained in line with the school’s Records Management Policy. Data will only be retained for as long as is necessary to fulfil the purposes for which it was processed and will not be retained indefinitely.

If you are successful in your application for a job with us, your information will be used to create your employment record. Otherwise, unless there is a dispute, information is kept for a minimum of 6 months up to a maximum of two years after the date of application, after which time it is securely destroyed.

**WHAT ARE YOUR RIGHTS?**

**As the data subject, you have specific rights to the processing of your data. You have a legal right to:**

* Request access to the personal data that name of school holds.
* Request that your personal data is amended.
* Request that your personal data is erased.
* Request that the processing of your data is restricted.
* Where the processing of your data is based on your explicit consent, you have the right to withdraw this consent at any time. This will not affect any personal data that has been processed prior to withdrawing consent.

**HOW CAN I FIND OUT MORE INFORMATION?**

If you require further information about how we and/or the DfE store and use your personal data, please visit the Gov.UK [website](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data), or ask for a copy of our [GDPR Policy](https://www.theschoolbus.net/article/gdpr-data-protection-policy/4575).

If you have a concern about the way we are 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 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**

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer by e-mail (below), or contact the school who will pass your details to the data protection officer.

*Bryan Chapman (Data Protection Officer)*

*Chapman Data and Information Services Ltd*

*dpo@chapmandis.co.uk*