



Hackleton CEVA Primary School
Inspiring learning for life

Hackleton CEVA Primary School

GDPR Privacy Notice – Job Applicants

Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, Hackleton CEVA Primary School, Main Road, Hackleton NN7 2AB, are the 'data controller' for the purposes of data protection law.

Our data protection officer is Ruth Hawker -Plumsun Ltd.

The personal data we collect

We process data relating to those applying to work at Hackleton CEVA Primary School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name, date of birth, marital status and gender
- Address and contact details
- National Insurance number
- Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Performance information
- Data about your use of the school's information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements
- Health, including any medical conditions, and sickness records
- Outcomes of any disciplinary and/or grievance procedures

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enabling us to establish relevant experience and qualifications
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring

- Support effective performance management
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

The condition for processing under the GDPR will be:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:
 - (c) Processing is necessary for compliance with a **legal obligation** to which the controller is subject;
 - (e) Processing is necessary for the performance of a task carried out in the **public interest** or in the exercise of official authority vested in the controller;

Article 9(2)

(b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject;

1. Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:
 - (j) Processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.

Further information regarding data collection can be found in the Education Act 1996 within guide documents on the following website: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

Workforce data is essential for the school's / local authority's operational use. Whilst the majority of personal information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, and in order to comply with UK GDPR, we will inform you at the point of collection, whether you must provide this information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

How we store this data

Personal data we collect as part of the job application process is stored in line with Hackleton CEVA Primary School's Data Protection and GDPR Policy.

We will retain, and dispose of the personal data of all unsuccessful job applicants after a period of 6 months.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority (LA) under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments – to meet our legal obligations to share certain information with it, such as safeguarding concerns and information about shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Security organisations – to fulfil our contractual obligations and to ensure the security of the pupils in school
- Professional advisers and consultants
- Employment and recruitment agencies – to fulfil our legal and contractual obligations

Your rights

How to access personal information we hold about you

Individuals have a right to make a 'subject access request' (SAR) to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

If you would like to make a request, please contact the headteacher, Mrs Sally Gillam on 01604 870086 or email head@hackleton.northants-ecl.g.v.uk

Your other rights regarding your data

You have specific rights to the processing of your data; these are the right to:

- Request access to the information the school holds about you
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics

- Have your personal data rectified if it is inaccurate or incomplete
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing

To exercise any of these rights, please contact headteacher, Mrs Sally Gillam on 01604 870086 or email head@hackleton.northants-ecl.g.v.uk

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact headteacher, Mrs Sally Gillam on 01604 870086 or email head@hackleton.northants-ecl.g.v.uk

You can also contact our Data Protection Officer:

Ruth Hawker – Plumsun Ltd

Email: info@plumsun.com

Tel: 0845 862 2684

Address: Almshouses, Great Brington, Northampton, NN7 4HY

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online 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

How does the Government use your data

The workforce data that we lawfully share with the DfE through data collections:

- Informs the DfE's policy on pay and the monitoring of the effectiveness and diversity of the school workforce
- Links to school funding and expenditure
- Supports 'longer term' research and monitoring of educational policy

Data collection requirements

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The DfE may share your information with third parties who promote the education or wellbeing of children or the effective deployment of school staff in England by:

- Conducting research or analysis
- Producing statistics
- Providing information, advice or guidance

The DfE has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. The DfE makes decisions on whether they will share personal information with third parties based on an approval process, where the following areas are considered in detail:

- Who is requesting the data

- The purpose for which the information is required
- The level and sensitivity of data requested
- The arrangements in place to securely store and handle the information

To have access to school workforce information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention of the information.

How to find out what personal information DfE hold about you

Under the Data Protection Act 2018, you're entitled to ask the DfE what personal information it holds about you. You have the right to ask the DfE:

- If it processes your personal data
- For a description of the data they hold about you
- The reasons it is holding your data and any recipient it may be disclosed to
- For a copy of your personal data and any details of its source

To exercise these rights, you should make a subject access request. Information on how to do this can be found by following this link: <https://www.gov.uk/government/organisations/department-for-education/about/personal-information-charter>.

You can also contact the DfE directly using its online contact form by following this link: <https://www.gov.uk/contact-dfe>.