

Sebert Wood Community Primary School

Job Applicant Privacy Notice



As part of any recruitment process, the school collects and processes personal data relating to job applicants.

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

Successful candidates should refer to our privacy notice for employees for information about how their personal data is collected, stored and used.

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

The Headteacher
Sebert Wood Community Primary School
Sebert Road
Bury St Edmunds
IP32 7EG

Tel: 01284 755211

Email: admin@sebertwood.co.uk

Our Data Protection Officer

The school's data protection officer is:

Schools' Choice
Endeavour House
8 Russell Road
Ipswich
IP1 2BX

Tel: 01473 260700 Email: data.protection@schoolschoice.org

What Information Does the School Collect?

The school collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK;
- information about your criminal record;
- equal opportunities monitoring information including information about your ethnic origin.

The school may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The school may also collect personal data about you from third parties, such as [references supplied by former employers and information from criminal records checks](#).

Data will be stored in a range of different places, including [on your application record, in HR management systems and on other IT systems \(including email\)](#).

Why Does the School Process Personal Data?

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

The school needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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)

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.

The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The school may process special categories of data, such as information about ethnic origin to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The school processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the school is obliged to seek information about criminal convictions and offences. 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.

The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

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.

Who Has Access to Data?

Your information may 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 area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.](#)

In line with Keeping Children Safe in Education, the school will contact former employers to obtain reference potentially prior to interview.

The school will then share your data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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 – to meet our legal obligations to share certain information with it, such as 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
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

How Does the School Protect Data?

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

For How Long Does the School Keep Data?

If your application for employment is unsuccessful, the school will hold your data on file for **6 months after** the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your Rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact **the Data Protection Officer**.

If you have a concern about the way we are collecting or using your personal data, we ask 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/>

What If You Do Not Provide Personal Data?

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.

Automated decision-making

Recruitment decisions are not based solely on automated decision-making.

Further information If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer.