

CLAYCOTS SCHOOL PARTNERSHIP

PRIVACY NOTICE - JOB APPLICANTS

WHO WE ARE

Claycots School Partnership is a maintained school. Our registered office address is Monksfield Way, Slough, Berkshire, SL2 1QX. We are a Data Processor and Data Controller under the General Data Protection Regulations 2018 ("GDPR 2018"). Our registration number with the Information Commissioner's Office is Z9079593. Please contact our HR Provider with any queries.

STATEMENT OF INTENT

The School is committed to protecting the privacy of its job applicants and the security of their personal data and sensitive personal data. This Privacy Notice will help you understand how we collect, process, share, store and protect your personal data. This Privacy Notice applies to you throughout the job application, interview and job selection process. If you are offered a job with the School then we will require further personal data from you, which will then be processed in accordance with the relevant clauses of our Data Protection Policy which apply to employees. At that time, you will be issued with our Data Protection Policy. This Privacy Notice is non-contractual and may be revised by us at any time.

THE DATA WE COLLECT ABOUT OUR JOB APPLICANTS

The personal data that we hold has been provided to us by you or a third party, including but not limited to a recruitment agency, Job Centre, former employers or referee/s and may include:

- contact details, including your full name, title, address, mobile and home telephone numbers and email address;
- your signature;
- your National Insurance number;
- details of your current and previous employment, pay and benefits, voluntary activities, education and qualifications;
- your relationship with any employees of the School;
- your interests outside work;
- your activities on social media;
- names and contact details of your referees, including their addresses, telephone numbers and email addresses;
- images captured by the CCTV system at our premises;
- any other relevant personal data that we legitimately need to assess your suitability for the job being advertised.

We will also collect and hold the following sensitive personal data during the job application process:

- details of any criminal convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act;
- criminal records checks for overseas applicants;
- details of barred list information;
- details of any disqualification, prohibition or sanction imposed by any regulatory bodies;
- details that result from any Disclosure Barring Service check, and;

- details of your physical and mental fitness to carry out your work responsibilities and any disability that you may have.

WHAT WE USE YOUR DATA FOR AND THE LAWFUL BASIS FOR PROCESSING

We may collect and process your personal data to enable us to:

- select suitable candidates and recruit staff as required to operate our business and decide how much to pay you;
- comply with any legal obligation, including confirmation of your right to work in the UK, Health & Safety regulations, the Disability section of the Equality Act 2010, National Insurance regulations and other employment law or relevant statutory requirements;
- in the case of CCTV footage, safeguard the children and assets of the School and assist in the prevention and investigation of criminal activities;
- carry out our "legitimate interests" to recruit staff in accordance with relevant statutory and regulatory requirements; or
- despatch our duty of care to our pupils, employees and the general public.

We can process your personal data for these purposes without your knowledge or consent. We will not use your personal data for an unrelated purpose without telling you about it and the legal basis that we intend to rely on for processing it.

We do not take automated decisions about any data subject using personal data or use profiling in any way.

WHO WE SHARE YOUR DATA WITH

Where necessary we may also share your data with third parties such as regulatory bodies, but we will only disclose information about you if we are legally obliged to do so or where it is necessary for the performance of a contract, to protect our own rights or if we feel someone's safety is at risk.

Sometimes we might share your personal data with our service providers such as our HR Provider, Occupational Health Provider or other professional advisers and consultants who assist us in the recruitment process or our IT providers who host and maintain our IT systems including our email system. Personal data will only be shared with these third parties for our legitimate interests in recruiting staff for the business. We require those third parties to keep your personal data confidential and secure and to protect it in accordance with the law and our policies. They are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions.

HOW WE STORE DATA

The School will hold and store your personal data in accordance with our Data Protection Policy, which takes account of the business requirements of the School and any relevant statutory obligation to retain data. A copy of this policy can be obtained from our HR Department.

The personal data we collect is stored either in hard copy paper form or electronic format. Access to all data is strictly controlled in accordance with GDPR guidelines. Electronic data is stored on our secure School IT systems, which are password protected and usually stored within locked premises with no public access. Our IT service providers have remote access to our systems to perform regular maintenance operations. As noted above, our IT providers are only permitted to process your data for the lawful purpose for which it has been shared and in accordance with our instructions. All electronic data is regularly backed up to secure storage facilities away from our School premises.

PROCESSING OUTSIDE OF THE EUROPEAN ECONOMIC AREA (EEA)

We will not process data outside of the EEA.

HOW LONG YOUR DATA IS KEPT

We will retain your personal data as necessary to allow us to complete the job selection and recruitment process. We will only hold personal data for as long as is necessary for the purposes for which we collected it. If your job application is unsuccessful, we will hold your personal data for a maximum period of 6 months after the related job vacancy has been filled. At that time, your personal data will be destroyed in a secure and confidential manner. In the case of CCTV footage, the data is automatically overwritten after a period of 60 days.

Any retention of personal data will be done in compliance with statutory and regulatory obligations and within industry standards. These data retention periods are subject to change without further notice as a result of changes to associated law or regulations. If you have any questions in relation to the retention of your personal data, please contact the Data Administration team.

YOUR RIGHTS

Under the GDPR 2018, you have the following rights regarding your personal data - you have the right to:

- be informed about the collection and use of your personal data;
- access your personal data;
- have your personal data amended if it is incorrect;
- restrict or object to the processing of your personal data;
- have your personal data erased where there is no legitimate reason for the data to be processed;
- obtain and use your personal data, including for the purpose of you transmitting that personal data to another data controller; and
- be notified of a data security breach concerning your personal data.

Please note that these rights may be limited by data protection legislation, and we may be entitled to refuse requests where exceptions are applicable.

If you are not satisfied with how we are processing your personal data, you have the right to make a complaint to the Information Commissioner's Office (www.ico.gov.uk). We would, however, appreciate the opportunity to deal with your concerns before you approach the ICO so please contact us in the first instance at enquiries@claycots.com