

## **Job applicant privacy notice**

This privacy notice, in accordance with the Data Protection Act 2018, informs job applicants about how the school / academy will use their personal data.

As part of any recruitment process, the school / academy collects and processes personal data relating to job applicants. The school / academy is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### **The school / academy's nominated person for data protection**

Contact us if you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please either contact the school office Ms Lumb DFO 01225 309500 [lorna.lumb@st-laurence.com](mailto:lorna.lumb@st-laurence.com) or our Data Protection Officer: [i-west@bathnes.gov.uk](mailto:i-west@bathnes.gov.uk) 01225 395959

### **What information does the school / academy collect?**

The school / academy 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 you have a disability for which the school / academy needs to make reasonable adjustments during the recruitment process.
- information about your entitlement to work in the UK for the purpose of immigration requirements.

The school / academy can collect this information in a variety of ways e.g. from application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

At the shortlisting stage of the recruitment process, the school / academy may undertake an online search as part of their safeguarding due diligence on shortlisted candidates. Online searches are undertaken to identify any incidents or issues that have happened, and are publicly available online, which may call into question a candidate's suitability to work with children.

The school / academy may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers 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 / academy process personal data?**

The school / academy 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 / academy needs to process data to ensure that it is complying with its legal obligations e.g. it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

The school / academy may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics for equality monitoring purposes. It also collects information about whether applicants are disabled to make reasonable adjustments for candidates who have a disability. The school / academy processes such information to carry out its obligations and exercise specific rights in relation to employment.

The school / academy is obliged to seek information about criminal convictions and offences because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment and to undertake our safeguarding role for the protection of children.

If your application is successful, the school / academy will retain the information provided on this form on your file. If your application is unsuccessful, all documentation relating to your application will normally be confidentially destroyed after six months.

### **Lawful basis for processing**

The school / academy needs to collect and use your personal information for a number of purposes, as described above, in relation to the recruitment and selection process.

Depending on the processing activity, we rely on the following lawful basis for processing your personal data under the Data Protection Act:

- Article 6(1)(a) where you have given your consent for the processing of your data for a specific purpose, namely the recruitment process. You have the right to withdraw your consent for processing for that purpose at any time;
- Article 6(1)(b) which relates to processing necessary for the performance of a contract;
- Article 6(1)(c) so we can comply with our legal obligations as an employer, such as ensuring your right to work within the UK and making reasonable adjustments in our recruitment process.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes HR and interviewers involved in the recruitment process.

The school / academy will share your data with former employers and referees to obtain references prior to interview or before an offer of employment is made. The school / academy will not share your data with other third parties unless your application for employment is successful and it makes you an offer of employment. If successful, the school / academy will then share your data with employment background check providers to obtain necessary background checks for example the Disclosure and Barring Service to obtain necessary criminal records checks.

For applicants who require permission to work in the United Kingdom the school/ academy may need to share personal data with legal advisers and the Home Office to make sure it complies with immigration requirements.

We may supply a reference to a prospective employer in response to an official reference request.

### **How does the school / academy protect data?**

The school / academy 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 / academy keep data?**

If your application for employment is unsuccessful, the school / academy will hold your data on file for 6 months after the end of the relevant recruitment process so it can respond to any queries and for statistical purposes in order to produce the annual equalities data report.

Should the school / academy conduct a resident labour market test for the sponsorship of a non-UK/EU applicant because there are no suitably qualified candidates from the UK/EU, personal data for unsuccessful applicants may need to be retained for up to seven years for Home Office compliance audit purposes.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained for the duration of your employment. The details on your personal file will be held in accordance with the school / academy's retention policy.

## **Your rights**

As a data subject you have a number of rights.

Your rights are set out in the Data Protection Act 2018 and include:

- the right to access your personal information, to request rectification or erasure of certain personal information and to object to processing in certain circumstances.
- the right to withdraw any consent you may have given to process your personal information.
- the right to complain to the Information Commissioner if you feel we are processing your personal information unlawfully.
- the right to restrict processing activity in certain circumstances.
- the right to object to certain types of processing activity.

If you would like to exercise any of these rights, please contact our nominated person for data protection DPO [Lorlum@st-laurence.com](mailto:Lorlum@st-laurence.com)

## **What if you do not provide personal data?**

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

## **Automated decision-making**

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

## **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 consider raising this with us in the first instance.

To make a complaint, please contact our data protection officer.

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

- Report a concern online at <https://ico.org.uk/concerns/> or call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## **Contact us**

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