

## **Privacy notice For Job Applicants at Leighton Park School**

### **Introduction**

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

### **What is 'personal information?'**

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

### **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;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The School collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, possibly also including online tests.

The School 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 and safer recruitment checks. The School will seek information from employment background check providers only once a job offer to you has been made and will inform you that it is doing so. References will be taken up prior to interview, but with your consent.

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 School needs to process data to take steps at your request prior to entering into a contract with you. It also needs 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.

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 processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the School processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

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.

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

Your information will 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, Senior Management of the School and IT staff if access to the data is necessary for the performance of their roles.

The School will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The School will then share your data with former employers to obtain references for you if we have not already done so with your consent, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Your data may be transferred to countries outside the UK to provide references on request from prospective employers. Data is transferred outside the UK on the basis of safeguards e.g. declaration of adequacy, binding corporate rules or other safeguards.

### **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 [or once you withdraw your consent], 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;

- object to the processing of your data where the School is relying on its legitimate interests as the legal ground for processing; and
- ask the School to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the School's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the HR Department at Leighton Park School.

If you believe that the School has not complied with your data protection rights, you can complain to the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk).

### **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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

### **Automated decision-making**

Recruitment processes are not based on automated decision-making.

### **What decisions can you make about your information?**

From 25 May 2018 you will be able to make various decisions about your information. Some of these are new rights whilst others build on your existing rights. Your rights are as follows:

if information is incorrect you can ask us to correct it;

- you can also ask what information we hold about you and be provided with a copy. We will also give you extra information, such as why we use this information about you, where it came from and what types of people we have sent it to;
- you can ask us to delete the information that we hold about you in certain circumstances. For example, where we no longer need the information;
- you can ask us to send you, or another organisation, certain types of information about you in a format that can be read by computer;
- our use of information about you may be restricted in some cases. For example, if you tell us that the information is inaccurate we can only use it for limited purposes while we check its accuracy.

### **Further information and guidance**

This notice is to explain how we look after your personal information. The HR Department or the Bursar can answer any questions which you might have.

If you have any queries about this Privacy Notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you may contact the Data Privacy Lead.

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