



RECRUITMENT PRIVACY NOTICE

TO WHOM THIS DOCUMENT APPLIES

This document applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff.

During the course of the application process we will collect, use and hold ("process") personal data relating to such applicants.

This makes the school a data controller of your personal information, and this Privacy Notice sets out how we will use that information and what your rights are.

We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'Privacy Notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

GLOSSARY OF KEY TERMS

"**Data Controllers**" means organisations, including independent schools, that determine how people's personal data is processed and for what purpose.

"**Data Subjects**" means any living individuals whose data the Data Controller processes.

"**Processing**" means any action in relation to that personal data, including filing and communication.

"**Personal Data**" includes everything from which a Data Subject can be identified. It ranges from simple contact details via personnel or pupil files to safeguarding information, and encompasses opinions, file notes or minutes, a record of anyone's intentions towards that person, and communications (such as emails) with or about them.

Some categories of Personal Data are designated "**Special Category Data**" under the GDPR. These comprise data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership; data concerning health or data concerning a natural person's sex life or sexual orientation; and biometric data. Extra safeguards are provided by law for processing of such data.

ABOUT THIS DOCUMENT

This Recruitment Privacy Notice explains how the School collects, uses and shares (or "processes") your personal data, and your rights in relation to the personal data we hold.

HOW WE COLLECT YOUR INFORMATION

We collect your personal data in the following ways:

- when you submit a formal application to work for us, and provide your personal data in application forms and covering letters, etc.;

- from the information you provide to us before making a job application, for example when you come for an interview; and
- from third parties, for example the Disclosure and Barring Service (DBS) and referees (including your previous or current employers or school), in order to verify details about you and/or your application to work for us.

TYPES OF PERSONAL DATA PROCESSED BY THE SCHOOL

We may collect the following types of personal data about you:

- contact and communications information, including:
 - your contact details (including email address(es), telephone numbers and postal address(es));
 - records of communications and interactions we have had with you;
- biographical, educational and social information, including:
 - your name, title, gender, nationality and date of birth;
 - details of your education and references from your institutions of study;
 - lifestyle information and social circumstances;
 - your interests and extra-curricular activities;
- work related information, including:
 - details of your work history and references from your previous employer(s);
 - details of your professional activities and interests;
 - your involvement with and membership of sector bodies and professional associations;
- and any other information relevant to your application to the School.

Where this is necessary for your employment or other engagement to work for us, we may also collect special categories of data, and information about criminal convictions and offences, including:

- information concerning your health and medical conditions (for example, where required to monitor and record sickness absences, dietary needs, or to make reasonable adjustments to your working conditions or environment); and
- information about certain criminal convictions (for example, where this is necessary for due diligence purposes, or compliance with our legal and regulatory obligations);

However, this will only be undertaken where and to the extent it is necessary for a lawful purpose in connection with your application to work for the School.

WHY THE SCHOOL NEEDS TO PROCESS PERSONAL DATA

(i) ENTERING INTO, OR FULFILLING, OUR CONTRACT WITH YOU

We process your personal data because it is necessary for the performance of a contract to which you are a party or in order to take steps at your request prior to entering into a contract, such as a contract of employment or other engagement with us. In this respect, we use your personal data for the following:

- administering job applications and, where relevant, offering you a role with us;
- carrying out due diligence checks on you, whether during the application process for a role with us or during your engagement with us, including by checking references in relation to your education and your employment history;
- once you are employed or engaged by us in any capacity, for the performance of the contract of employment (or other agreement) between you and us;

(ii) **LEGITIMATE INTERESTS**

Our "legitimate interests" include our interests in running the School in a professional, sustainable manner, in accordance with all relevant ethical, educational, charitable, legal and regulatory duties and requirements (whether or not connected directly to data protection law). In this respect, we use your personal data for the following:

- providing you with information about us and what it is like to work for us (where you have asked for this, most obviously before you have made a formal application to work for us);
- to provide education services to pupils;
- to safeguard pupils' welfare and provide appropriate pastoral care;

(iii) **LEGAL OBLIGATIONS**

We also process your personal data for our compliance with our legal obligations, notably those in connection with employment, charity / company law, tax law and accounting, and child welfare. In this respect, we use your personal data to meet our legal obligations (for example, relating to child welfare, social protection, diversity, equality, and gender pay gap monitoring, employment, and health and safety);

(iv) **SPECIAL CATEGORIES OF DATA**

We process special categories of personal data such as data concerning health or criminal convictions and allegations for the reasons set out below.

We will process this data on the basis that such processing is necessary to carry out obligations and exercise rights (both yours and ours) in relation to your employment.

In particular, we process the following types of special category personal data for the following reasons:

- your physical or mental health or condition(s) in order to take decisions about your fitness for work, or (in emergencies) act on any medical needs you may have;
- data about any criminal convictions or offences committed by you, for example when conducting criminal background checks with the DBS, or where it is necessary to record or report an allegation (including to police or other authorities, with or without reference to you);

We will process special categories of personal data for lawful reasons only, including because:

- you have given us your explicit consent to do so, in circumstances where consent is appropriate;
- it is necessary for some function in the substantial public interest, including the safeguarding of children or vulnerable people, or as part of a process designed to protect others from malpractice, incompetence or unfitness in a role (or to establish the truth of any such allegations); or

WHY WE SHARE PERSONAL DATA

For the purposes referred to in this Privacy Notice and relying on the bases for processing as set out above, we may share your personal data with certain third parties. We may disclose limited personal data (including in limited cases special category or criminal data) to a variety of recipients including:

- DBS and other relevant authorities and agencies such as the Department for Education and the local authority;

HOW LONG WE KEEP PERSONAL DATA

The School will keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed.

If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Staff Privacy Notice.

The School will retain personal data securely and only in line with how long it is necessary to keep for a legitimate and lawful reason as set out in the School's Records Management Policy a copy of which can be found on the School's website.

However, some information may be retained for longer than this, for example incident reports and safeguarding files, in accordance with specific legal requirements.

Personal data relating to unsuccessful job applicants is deleted six months after the date of the rejection letter, except where we have notified you we intend to keep it for longer (and you have not objected).

YOUR RIGHTS

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or for the school to stop processing it, but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Privacy and Compliance Officer (the Bursar).

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. The School will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, the School may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any confidential reference given by the School for the purposes of the education, training or employment of any individual.

DATA ACCURACY AND SECURITY

The School will endeavour to ensure that all personal data held in relation to an individual is as up to date and accurate as possible. Individuals must notify the Privacy and Compliance Officer (the Bursar) of any significant changes to important information, such as contact details, held about them.

An individual has the right to request that any out-of-date, irrelevant or inaccurate or information about them is erased or corrected (subject to certain exemptions and limitations under Data Protection Law): please see above for details of why the School may need to process your data, or who you may contact if you disagree.

The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems. All staff and governors will be made aware of this policy and their duties under Data Protection Law and receive relevant training.

THIS POLICY

The School will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

CONTACT AND COMPLAINTS

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 should contact the Privacy and Compliance Officer using the following email address:

Bursar@packwood.salop.sch.uk

If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk. However it should be noted that the ICO does recommend you seek to resolve any issues with the data controller initially prior to any referral.