



## **Tranmere Park Primary School Privacy notice for job applicants**

The purpose of this privacy notice is to explain to you the data we collect about job applicants as part of our recruitment and selection process.

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.

We, Tranmere Park Primary School are the 'data controller' for the purposes of data protection law.

Our data protection officer is Richard Lewis Ogden (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. The workforce policy is available on-line on staff shared.

### **The personal data we hold**

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, date of birth, contact details, Nat Ins number, teacher number (if applicable))
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work/educational history, job titles, training records and professional memberships
- Information about any reasonable adjustments we need to make to the shortlisting or interview and assessment process to accommodate a disability
- Information about any cautions, convictions, reprimands or final warnings which are not protected, as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) as well as any current police investigations or pending criminal proceedings
- Information about any disqualification or sanction imposed by a regulatory body in relation to working with children
- Information about your registration with the DBS Update Service (if applicable)

- Information about any close personal relationships you may have with an existing member of staff or Governing Body
- Proof of identity if invited for interview

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

We collect information from your application form and if shortlisted for interview, as part of our selection process which generally includes an interview and some other form of assessment, such as written tests and presentations.

It is our policy, in line with the Department for Education’s statutory guidance, *Keeping Children Safe in Education*, to request references at the shortlisting stage, in advance of the interview. If you have concerns about this, you should contact us BEFORE submitting your application. If you are shortlisted, we will therefore also collect personal data about you from your nominated referees. Personal data may also be collected from other previous employers listed on your application form, for example to verify details on your application form, such as particular experience or qualifications.

If an offer of employment is made to you, the offer will be subject to completion of pre-employment checks to our satisfaction, including a criminal records check with the Disclosing and Barring Service and a pre-employment health assessment. You will be informed of the checks to be undertaken in the event that an offer is made.

### **Why we use this data**

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

- Administering the application, shortlisting and selection process
- 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

## **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)
- We have legitimate interests in processing the data – for example, where: another suitable vacancy may arise

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.

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.

## **Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Please be aware that providing false or misleading information (including by omission) may result in your application being rejected and could also be treated as a disciplinary offence in the event that employment is subsequently offered to you.

Posts in our organisation are exempt from the Rehabilitation of Offenders Act 1974 (as amended). If you decide to submit an application form, you must disclose any cautions or convictions, even if they are spent, **other than** protected cautions and convictions (i.e. those which have been filtered out). Details on the filtering rules applicable to certain offences can be found on the Gov.uk website: <https://www.gov.uk/government/collections/dbs-filtering-guidance>.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **How we store this data**

Personal data we collect as part of the job application process is stored in a paper based file, electronic records within our MIS system and also in other IT

systems, including e-mail. If appointed you will be given access to our workforce privacy notice.

Unsuccessful applicants – your information will be held securely for 6 months before being disposed of securely.

### **Data sharing**

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Your information will be shared with school staff with a recruitment responsibility, including managers within the relevant area of work or department. This also includes members of the Governing Body on the recruitment panel. We will not share your data with third parties unless and until an offer of employment is made to you.

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, payroll services, texting services, DBS service
- Professional advisers, bodies and consultants

### **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.

### **Your rights**

#### **How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with

- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

### **Your other rights regarding your data**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer (Richard Lewis-Ogden) via school

### **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 raise 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/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer: Richard Lewis-Ogden