# PRIVACY NOTICE FOR PROSPECTIVE EMPLOYEES

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## 1. Introduction

Under UK data protection law, individuals have a right to be informed about how our school uses any personal data that 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.

Our trust, Shirley High School, Shirley Church Road, Croydon, CR0 5EF, Tel: 0208 656 9755, is the 'data controller' for the purposes of UK data protection law.

Our data protection officer is Mr A Freeman (see "Contact us" below).

## 2. What categories of information are processed?

The categories of personal information that we process include (but is not restricted to) the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnicity, religious beliefs, sexual orientation
- Qualifications and, where relevant, the subjects taught, work history and training records
- Recruitment information – e.g. documentation relating to employment checks, references
- Disclosure and Barring Service documentation
- Relevant medical information, disability and access requirements
- Photographs and CCTV images captured in school

## 3. Why do we collect and use your information?

We collect and use your information for the following reasons:

- To enable us to establish relevant experience and qualifications
- To inform the development of recruitment and retention policies
- To facilitate safer recruitment, as part of our safeguarding obligation towards pupils
- To enable equalities monitoring
- To ensure that appropriate access arrangements can be provided for candidates that need them

Under the UK General Data Protection Regulation (UK GDPR), the legal bases we rely on for processing personal information for general purposes are:

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.
- Where you have provided your consent for us to process your personal data.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

**4. How do we collect your information?**

We collect your personal information via the following methods:

- Application forms
- Questionnaires
- Local authorities
- Government departments or agencies
- Police forces, courts, tribunals

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

**5. How do we store your information?**

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school's Data Retention Policy.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. For more information about how we securely store your information, please see the school's Data Protection Policy.

**6. Who do we share your information with?**

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Ofsted
- Our local authority (Croydon)
- Suppliers and service providers, professional advisers and consultants, employment and recruitment agencies

**7. Why do we share your information?**

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

We may share information about you for the following reasons:

- With Ofsted - to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010
- With our local authority (Croydon) – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- With Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

**8. What are your rights?**

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we have about you, please contact the school's data protection officer.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's data protection officer in the first instance. You can also contact the Information Commissioner's Office at https://ico.org.uk/concerns.

**9. How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time. If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the school's data protection officer.

**10. Updating this privacy notice**

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

**11**. **Contact Us**

If you would like to discuss anything in this privacy notice, please contact our **data protection officer**:

- Mr A Freeman email: dpo@shirley.croydon.sch.uk

We want all at SHS to believe in and maintain the values of our school:

