

# Privacy Notice for Job Applicants

St Mary's School Ascot

## Data protection privacy notice (recruitment)

Your privacy is important to us and we want to keep your information safe. This notice explains what personal information we will hold about you, how we collect it, and how we will use and may share information about you during the application process.

### 1 WHO IS COLLECTING YOUR INFORMATION?

St Mary's School Ascot This means that we are responsible for deciding how we hold and use personal information about you. This means that we are responsible for deciding how we hold and use personal information about you.

### 2 WHAT KIND OF INFORMATION DO WE HOLD ABOUT YOU?

During the recruitment process, we will collect the following information and hold it up to and including the shortlisting stage of the recruitment process. This information will be collected from you or sometimes from an employment agency.

- Your name, contact details and details of your qualifications, experience, employment history and interests
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
- Information regarding your criminal record
- References

After the above process and before making a final decision to recruit, i.e. before making an offer of employment unconditional, we will collect and use the following information. This information will be collected from you, from previous employers and/or education providers, and from relevant education authorities and professional bodies, referees, the Disclosure and Barring Service (DBS), and/or the Home Office:

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance
- information regarding your academic and professional qualifications
- information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs)
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- a copy of your driving licence, where applicable
- documents required for the purposes of making a DBS check, such as birth certificate

### 3 WHY DO WE HOLD THIS INFORMATION AND HOW DO WE USE IT?

We hold this information for the following reasons and use it in the following ways:

- to carry out a fair recruitment process and comply with our legal obligations
- to enable school staff to progress your application, arrange interviews and inform you of the outcome at all stages
- to make an informed decision to shortlist for interview and (if relevant) to recruit
- to verify the qualifications information provided by you
- to verify the criminal records information provided by you
- to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice (including equal opportunities monitoring)
- for reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)
- to comply with our legal obligation to request references.

#### **4 WHERE DO WE HOLD YOUR INFORMATION?**

Information may be held at the school and third party agencies, service providers, representatives and agents.

#### **5 WHO DO WE SHARE YOUR INFORMATION WITH?**

Your information will be shared with the DBS and other regulatory authorities as required in order to carry out right to work checks. Your information may also be shared with the Home Office.

#### **6 HOW LONG DO WE KEEP YOUR INFORMATION?**

We will normally keep recruitment information (including interview notes) for six months, but we may keep them for longer if there is a clear business reason for doing so, and taking into account the limitation periods for potential claims. We will first consider whether the records can be anonymised, and for what reasonable period they may be kept. We will keep recruitment records on file in case of future job opportunities only if you consent to this, in which case they will be kept for up to two years.

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

#### **7 YOUR RIGHTS IN CONNECTION WITH YOUR PERSONAL INFORMATION**

You have the following rights in connection with your personal information. You can:

- ask to see the personal information we hold about you
- ask for your personal information to be corrected to ensure it is accurate
- ask for your personal information to be deleted
- object to the processing of your personal information
- ask us to limit the processing of your personal information
- request the transfer of your personal information to another party.

If you want to do any of the above, please contact Christopher Elliott, the school's Data Protection Lead, in writing at [cjellott@st-marys-ascot.co.uk](mailto:cjellott@st-marys-ascot.co.uk).

## 8 KEEPING YOUR PERSONAL INFORMATION SECURE

We protect the security of your information. If you want to know how we do that, please contact Christopher Elliott, Data Protection Lead, at [cjellott@st-marys-ascot.co.uk](mailto:cjellott@st-marys-ascot.co.uk).

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. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only use your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## 9 POINT OF CONTACT

Christopher Elliott, the school's Data Protection Lead, is responsible for overseeing compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact him at [cjellott@st-marys-ascot.co.uk](mailto:cjellott@st-marys-ascot.co.uk).

If you are unhappy with how we are processing your personal information, you can make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns/> or telephone: 0303 123 1113 for further information about your rights and how to make a formal complaint.

## 10 CHANGES TO THIS PRIVACY NOTICE

We may update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

**If you have any questions about this privacy notice, please contact Christopher Elliott, Data Protection Lead, at [cjellott@st-marys-ascot.co.uk](mailto:cjellott@st-marys-ascot.co.uk).**