Bures Primary School

Job Applicant Privacy Notice

As part of any recruitment process, the school collects and processes personal data relating to job applicants.

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.

Successful candidates should refer to our privacy notice for employees for information about how their personal data is collected, stored and used.

Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Bures CEVC Primary School telephone 01787 227446
e-mail primary@bures.suffolk.sch.uk

Our Data Protection Officer

The school's data protection officer is: Michaela Harris (Headteacher)

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; and
- information about your entitlement to work in the UK and related documents
- Pre-employment check information, including references and relevant criminal history data as required to determine suitability for the role

  The school does not collect biometric data

The school may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

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 checks.

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

- 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

The school needs to process data to take steps at your request prior to entering into a contract with you. It may also need 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.

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)

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.

Who Has Access to Data?

Your information may 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 and managers in the area with a vacancy if access to the data is necessary for the performance of their roles.

In line with Keeping Children Safe in Education, the school will contact former employers to obtain reference potentially prior to interview.

The school will then share your data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Your data is not transferred outside of the UK.

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.

Computer systems, including e-mail, are protected by passwords and only authorised staff have access to personnel data. Hard copy job applications are held in a locked cabinet in the School Business Manager's office.

For How Long Does the School Keep Data?

If your application for employment is unsuccessful, the school will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, 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; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the School Business Manager, Jan Plumstead, via the school. Telephone 01787 227336 or e-mail jplumstead@bures.suffolk.sch.uk.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at https://ico.org.uk/concerns/

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.

Automated decision-making

Recruitment decisions are not based solely on automated decision-making.