Cedarwood Primary School

Headteacher: Mrs T Shute

Job Applicant Privacy Notice

As part of any recruitment process, the school collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

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

The contact details for the school are as follows:

Cedarwood Primary School
Wilkinson Drive
Kesgrave
Suffolk
IP5 2ES
01473 612981
admin@cedarwoodprimary.org.uk

Our Data Protection Officer is:

Tracey Riches
tracey.riches@clear7.co.uk

What Information Does the School Collect?

- 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.

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, including online tests.

The school may also collect personal data about you from third parties, such as references supplied by former employers or personal referees, information from employment background check providers and information from criminal records checks.

The school may seek information from third parties, such as references and information from employment background check providers, as part of the selection process and will inform you that it is doing so. Other information, such as from criminal records checks will be obtained once an offer of employment has been made by the school.

In line with the latest Keeping Children Safe in Education guidance, an online search of candidates should be carried out as part of the shortlisting process.

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 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.

The Lawful Basis On Which We Use This Information
We will only collect and use your information when the law allows us to. Most often, we will use your information where:

- We need to comply with the law. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts
- We have a legitimate interest in processing personal data for example:

during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims

processing special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The school processes such information to carry out its obligations and exercise specific rights in relation to employment

For some roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

- Carry out a task in the public interest
- You have given us permission to use it in a certain way
- We need to protect your interests (or someone else's interest)

Where we have got permission to use your data, you may withdraw this at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use 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 (this may be a school Governor) involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Your information may be shared in order to sign in to the building using the EntrySign system.

The school will not share your data with third parties, unless you are invited for interview for a position when we may then share your data with your referees to obtain references for you or with employment background check providers to obtain necessary background checks. If an offer of employment is made your data will be shared with the Disclosure and Barring Service to obtain necessary criminal records checks. Information will also be shared with Schools' Choice as the school's HR advisor.

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.

Access to application forms for unsuccessful candidates is restricted to senior management and office staff and is kept in a cabinet which is locked outside of office hours.

Access to employee records is restricted to senior management and office staff. Paper records are held in a cabinet which is locked outside of office hours and access to IT records is protected by secure passwords.

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For How Long Does the School Keep Data?
We hold Job Applicant data for the length of time specified in our Document retention schedule.

The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

Transfers outside the UK
Some of our suppliers or service providers may process personal information outside the UK.

Where this occurs, we will ensure that appropriate safeguards are in place in accordance with applicable data protection legislation.

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 our Data Protection Officer on the telephone or email given above. To help individuals exercise this right we provide a form on our website and hard copies can be requested from the school office.

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.

Further information
If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer