



Berkswich Primary and Nursery

Privacy Notice for Prospective Employees

Under data protection law, individuals have a right to be informed about how the 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.

Privacy notice – how the school uses prospective employees' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnicity
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references, social media user names

This list is not exhaustive – to access the current list of information the school processes, please see the school's Data Asset Register which can be found in the school office.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment and selection in line with Keeping Children Safe in Education (DfE)
- To review out recruitment and selection performance

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.
- Article 6 of the UK GDPR (i.e. for the purpose of consent, contract, legal obligation, vital interests, public task and legitimate interests)
- Article 9 where the data processed is 'special category' data (this is data which requires a greater level of protection, such as information about health).
- In line with the statutory requirements for schools contained in the government document, Keeping Children Safe in Education. Social media usernames are used to carry out checks of publicly available information (the use of the usernames are outlined by the school to the successful candidate via email).

How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- Questionnaires
- Via email to successful candidates

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.

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 Records Management Policy, which can be found at the school office.

For more information about how we securely store your information, please see the school's Data and Cyber-security Breach Prevention and Management Plan which can be found at www.berkswichceprimary.co.uk.

Who do we share your information with and why?

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

Where it is legally required or necessary, we may share your information with the following:

- 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.

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

What are your rights?

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

- Request access to the information the school holds 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/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 our school's Data Protection Officer (DPO). See page 4 for details.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns>.

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 DPO (contact details below).

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.

How can you find out more information?

If you require further information about how we and/or the DfE store and use your personal data, please visit our website to view our Data Protection Policy and Record Management Policy via www.berkswichceprimary.co.uk or visit the Gov.UK [website](https://www.gov.uk).

If you would like to discuss anything in this privacy notice, please contact Ms Jackson (headteacher) or the school's DPO:

Natalie Morrissey
Information Governance Manager
Staffordshire County Council
Information Governance Unit – Directorate of Strategy, Governance and Change
IGU | Staffordshire County Council
4th Floor, Staffordshire Place 1,
Tipping Street, Stafford, ST16 2DH

(01785) 278109



Berkswich Primary and Nursery
Privacy Notice for Prospective Employees

I, _____ (print your name) declare that I understand:

- The categories of my personal information Berkswich CE Primary School collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school shares my information with the DfE, LA and other stated organisations.
- The school does not share information about me with anyone without my consent, unless the law and school policies allow us to do so.
- My information is retained in line with the school's Records Management Policy.
- My rights to the processing of my personal information.

Name of prospective employee: _____

Signature of prospective employee: _____

Date: _____
