



Privacy Notice- Job Applicants

Higham Lane School

Document Date: May 2018

Helping Learners Succeed

Privacy Notice

What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. Under data protection law we are required to publish this data. We comply with individuals’ right to be informed about how the school uses any personal data by providing ‘privacy notices’. This Privacy Notice explains how we process (collect, store, use and share) personal data about job applicants.

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

Who are we?

We, Higham Lane School, Shanklin Drive Nuneaton CV10 0BJ, are the ‘data controller’ for the purposes of data protection law. This means we are responsible for how your personal data is processed and for what purposes. Higham Lane School is registered as the Data Controller with the Information Commissioner’s Office (ICO); Registration Number: Z3071923.

Our Data Protection Officer is the School Data Protection Officer at Warwickshire Legal Services:

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL
schooldpo@warwickshire.gov.uk

What is Personal Information?

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller’s possession or likely to come into such possession.

What personal data do we process in relation to job applicants?

We process data relating to those applying to work at our school. Personal data that we may process (collect, use, store and share - when appropriate) about you, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. These types of personal data are subject to additional requirements. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

For what purposes do we use this 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

What are the legal reasons for us to process your personal information?

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. Data protection law sets out the lawful reasons we have to process your personal information and most commonly, we use it where we need to:

- fulfil a contract we have entered into with you
- 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)
- we have legitimate interests in processing the data

Whilst the majority of processing of personal data we hold will not require consent, we will inform you if your consent is required and seek that consent before any processing takes place.

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn. 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.

Failure to provide this information

If you fail to provide information to us we may be prevented from complying with our legal obligations.

How long do we keep your information for?

In retaining personal information, the School complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the School are required to retain the information.

These obligations can be located using the following link: [Information and Records Management Society's toolkit for schools](#).

Who will we share personal data with?

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

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with, but is not restricted to:

- Our local authorities – 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

What do we do with your data?

All personal data is held in a manner which is compliant with data protection legislation. Personal data is only processed for the purpose it was collected. The school monitors the personal data it processes and will only share personal data with a third party if it has a legal basis to do so.

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

What are your rights with respect of your personal data?

Under data protection law, individuals have the right to request access to information about them that we hold (Subject Access Request). If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

To make a request for your personal information contact the School's designated Data Protection Lead via email at dpo@highamlaneschool.co.uk or alternatively;

The School Data Protection Lead
Higham Lane School
Shanklin Drive
Nuneaton
CV10 0BJ

You also have the right to:

- object to the processing of personal data that is likely to cause, or is causing, damage or distress;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about our collection and use of personal data very seriously.

If you think that our collection or use of personal data is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Lead.

The Data Protection Lead
Higham Lane School
Shanklin Drive
Nuneaton
CV10 0BJ
Tel: 02476 388123
dpo@highamlaneschool.co.uk

Concerns

If you have any concerns about how we are using your personal data then we ask that you contact our Data Protection Lead in the first instance. However, an individual can contact the Information Commissioner's Office should you consider this to be necessary - at <https://ico.org.uk/concerns/>

Or Call 0303 123 1113

Or write to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact:

The Data Protection Lead
Higham Lane School
Shanklin Drive
Nuneaton
CV10 0BJ
Tel: 02476 388123
dpo@highamlaneschool.co.uk

Review

The content of this Privacy Notice will be reviewed in May 2019