

Claregate Primary School : Privacy Notice for Applicants

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.

This privacy notice explains how we collect, store and use personal data about **applicants for jobs at Claregate Primary School**.

We, Claregate Primary School, are the 'data controller' for the purposes of data protection law. Our data protection officer is the Local Authority – individuals change from time to time.

N.B. This Privacy Notice is to be read alongside our Data Protection Policy on our website.

The personal data we hold

Personal data that we may collect is :-

- Everything that is on your application form.
- Everything that you provide on your Self-Disclaimer.
- Hand-written notes from interview.
- Responses to any task that you perform as part of the selection procedure.
- References.
- Information from searches sent by external agencies e.g. DBS, Right to Work in the UK et al.
- Information from searches made by the school, for example, to the Teacher Regulation Authority or via an internet search engine.
- Identification documents such a birth certificate, passport, proof of address and documents such as a utility bill.
- If you are on site, we need to tell you that there is CCTV in operation which records and stores information.

Why we use this data

We use this data to:

- Select the most appropriate candidate for employment.
- Comply with "Keeping Children Safe in Education".
- Keep statistics on applicants and who applies.
- Identify any reasonable adjustments that the school may need to make.
- Provide factual accuracy.

Our legal basis for using this data

We only collect and use personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.
- We need it to perform an official task in the public interest.
- To keep children safe.

Less commonly, we may also process personal data in situations where:

- We have obtained consent to use it in a certain way.
- To protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.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 data overlap, and there may be several grounds which justify our use of this data.

Collecting this information

No section of the application form or data collection mentioned above is voluntary. If we seek to collect information from you that is optional, we will let you know. Incomplete application forms or not providing documents that we request may result in the selection process being discontinued.

How we store this data

We keep personal information about applicants on paper locked away when we are not using it. Electronic communication is kept secure by ensuring that emails are password protected and closed down when not in use and / or when devices are taken off site. We keep information in line with requirements set out in the [Information and Records Management Society's toolkit for schools](#)

Data sharing

Information will be shared with members of the selection panel. For senior leader positions this may be the whole Governing Board. We do not share information with any third party without 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 applicants with:

- Our local authority, who have the right to advise on selection panels and who manage the issuing of contracts and your employment.
- Educators and examining bodies – to meet our legal obligations.
- Ofsted, who may request staff files to check that safeguarding procedures are followed correctly.
- Our auditors- to meet our legal obligations to manage the school's regulatory systems.

National Pupil Database

We may be required to provide anonymous information to the Department for Education as part of statutory data collections such as the school census.

Transferring data internationally

It is unlikely that we will have to, but if you request that we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

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.
- Inform you 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the Headteacher c/o the school. If you do not wish to use this route make a request via the Local Authority.

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our data protection officer, the Headteacher as above.

Retention of Records

If your application is unsuccessful, we will retain your documentation until the successful applicant has commenced employment (in case we need to re-open the recruitment) but this will be no longer than six months from the date of application).

If you are successful, the information will be kept on file and transferred to the employee section of the Staff Privacy Notice.

Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/> Call 0303 123 1113. Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**: Head of Information and Governance. Wolverhampton City Council, Civic Centre, St Peter's Square, Wolverhampton, WV1 1SH.