

*Winchelsea*



*All Individuals Matter*

**WINCHELSEA PRIMARY SCHOOL**  
**RUSKINGTON**

**PRIVACY NOTICE**

**(Recruitment)**

## **About us**

Winchelsea Primary School (the school) is the "Controller" of the personal data provided to it. This means the school is responsible for deciding how it holds and uses personal data about you in connection with the recruitment process.

This notice will explain how and why we use the information we gather about you when you apply to work with us.

## **Why do we collect your personal data?**

It is necessary for us to collect and use personal data about you in order to assess your eligibility to work with us. We will only use your personal data where the law allows us to and we will not collect any personal data that is not required. More specifically, but not limited to, we may process your personal data in order to:

- Assess your skills, qualifications and suitability for a role within the school;
- Carry out background and reference checks, where applicable;
- Communicate with you about the recruitment process;
- Maintain records relating to the recruitment process;
- Comply with legal or regulatory requirements e.g. safer recruitment.

As far as is reasonable and practicable, we will ensure that the information recorded is accurate and kept up to date.

We only collect and use personal data where there is a lawful basis. For successful applicants that lawful basis is entering into and the performance of an employment contract. We also have a legal obligation to ensure that staff are suitable for their role, which includes the vetting process. For unsuccessful applicants, we shall retain your data under our official authority (public task).

## **What personal data do we collect?**

We will collect the personal data about you in order to facilitate the recruitment process. The personal data we collect may include:

- Personal contact details – name, address, telephone number and email address;
- Date of Birth;
- National Insurance Number;
- Employment history;
- Qualifications and other academic achievements;
- Contact information for the provision of references;
- Identification documents;
- Results of psychometric testing, where applicable.

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions;
- Trade union membership;
- Information about your physical and mental health, including any medical conditions;
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

### **Who do we get your personal data from?**

We typically collect personal data in the following ways:

- Provided to us directly by you, such as through an application form, CV and/or at interview;
- Provided by your named referees;
- Provided by third parties.

In accordance with the school's safer recruitment obligations, the school will collect personal information about you from third parties. This will include obtaining references from your previous employer and from third parties such as the Disclosure and Barring Service (DBS) to ensure the relevant safeguarding checks are completed.

### **Who do we share your personal data with?**

We will only share information when it is necessary to do so and in accordance with the law. Internally, access to personal data is strictly limited. Where applicable we may share your data with organisations that deliver services on behalf of the school.

Where necessary, we may share your personal data with the following categories of recipients:

- Internally within the school;
- Disclosure and Barring Service;
- Previous employers or individuals identified as capable of giving a reference;
- Professional advisors and consultants involved in the recruitment exercise;
- Local authority;
- Department for Education (DfE).

### **How long do we keep your data for?**

We are required to retain your personal data only for as long as is necessary in connection with the recruitment process, after which it will be securely destroyed in line with the school's retention policy or the specific requirements of the organisation that has shared the data with us.

Details of unsuccessful applicants will be held for 6months from last action. Details of successful applicants will be placed on their personnel file, at which time further privacy information will be made available setting out how an employee can expect the school to process their personal data.

Retention periods are defined within the school's retention guidelines which are available on request.

### **How do we keep your data safe?**

Your data is held securely and in accordance with the schools information security policy. The school ensures that appropriate technical and organisational measures are in place to keep your information safe and to reduce the risk of loss and theft.

Access to personal data is strictly controlled internally within the school.

Data protection training is undertaken by all staff and there are a number of policies in place that all staff are required to abide by when processing personal data.

Your personal data is not processed outside of the EU by the school or any of its service providers.

### **Your rights**

You have a number of rights in relation to your personal data.

You are entitled to access any personal data we hold about you and you can also request a copy. To make a request for your personal data, please contact the school's Data Protection Officer (details provided below).

You can also request that we correct any personal data we hold about you that you believe is inaccurate; request that we erase your personal data; request that we stop processing all or some of your data and request that automated decisions are made by a person.

If we have asked for your consent to process your data, you have the right to withdraw that consent at any time.

We are obliged to consider and respond to any such request within one month. Whilst we shall make every effort to respond within a timely manner, please allow for exceptions to this time period during school holidays.

### **Further Information**

If you wish to submit a request, make a complaint or discuss the way in which your personal data is processed, please contact:

Mr Steven Guillatt

[Steven.guiliatt@winchelsea.lincs.sch.uk](mailto:Steven.guiliatt@winchelsea.lincs.sch.uk)

Telephone – c/o 01526 832060

You can access further information about your rights and the schools data protection obligations from the Information Commissioner's Office. The Information Commissioner's Office is the independent regulator responsible for data protection and is able to consider any complaint you may have about the way your data has been processed. For more information about the Information Commissioner's Office, please visit [www.ico.org.uk](http://www.ico.org.uk)

Signed: \_\_\_\_\_  
Chair of Governors

Dated: \_\_\_\_\_