



Highfield Primary School, Charville Lane West, Hillingdon, Middlesex UB10 0DB
Telephone: 01895 230843 Fax: 01895 258338 Email: office@highfield.hillingdon.sch.uk
www.highfield.hillingdon.sch.uk

Headteacher - Ms L Corrigan BA(Hon) M.A.

PRIVACY NOTICE FOR JOB APPLICANTS HOW HIGHFIELD PRIMARY SCHOOL USE JOB APPLICANT INFORMATION

The categories of job applicant information that we collect, process, hold, and share includes:

- Personal information such as name, address, telephone numbers, email address, teacher reference number, national insurance number
- Special categories of personal data relating to criminal convictions such as non-protected convictions, cautions, reprimands or final warnings held by you, and additional information contained in any disclosure document you choose to upload to our website when submitting an online application form
- Education history and qualifications held including details of subject studied and/or trained in, training provider and/or educational establishment, dates of studies, grades achieved
- Career and employment history including the name, address and contact information of current, most recent and previous employment, job titles held, reasons for leaving, responsibilities held, salary information, notice period, details of statutory induction completion, teaching practice and experience
- Additional application information including personal statement, any additional information you volunteer to provide in support of any application, availability for interviews
- Job preferences for Newly Qualified Teachers including the age range you wish to teach, preference for work in faith schools, dates of forthcoming university/college holidays in relation to availability for interviews

Why we collect and use this information

We use job applicant information to:

- manage recruitment processes and safer recruitment requirements
- assess job applicant's eligibility and suitability for the post for which they have applied



The lawful basis on which we process this information

We process this information under:

- Article 6 (1)(b) of the General Data Protection Regulation (GDPR) as processing is necessary for a contract we have with you, or because we have asked you to take specific steps before entering into a contract
- Article 6(1)(c) of the GDPR as processing is necessary for us to comply with the law
- Article 6(1)(e) of the GDPR as processing is necessary for us to perform a task in the public interest or for our official functions, and this task or function is lawful
- Article 9(2)(b) of the GDPR as processing is necessary for the purposes of carrying out our obligations in relation to employment law

Collecting this information

While the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. To comply with data protection legislation we will inform you whether you are required to provide certain school workforce information to us or if you have a choice in this.

Storing this information

We hold job applicant data for:

Twelve (12) months from the date the application was submitted (job applicants who have applied and were not shortlisted or selected for the post)

Who we share this information with

We routinely share this information with:

- **Local authority**
- **The Schools HR Co-operative**

Why we share job applicant information

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

Local Authority

We may be required to share information about our job applicants with our local authority in line the Department for Education (DfE) statutory guidance on Staffing and Employment Advice for Schools.

The local authority has a statutory entitlement to send a representative to all proceedings relating to the appointment of teaching staff (including senior leadership staff).



The Schools HR Co-operative ("Schools HR")

We share personal data, including special categories of personal data, with Schools HR for recruitment and selection related purposes, including:

- the administration of letters and notifications relating to the recruitment process (including application outcome notifications, interview invitation letters, interview outcome letters, reference requests and appointment offer letters)

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information please contact Peter Gannon, Azteq Solutions Ltd, Azteq House, Mazted Corner, Eaton Road, Hemel Hempstead, Herts, HP2 7RA Tel 01442 244444

You also have the right to:

- object to 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.

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 (ICO) at <https://ico.org.uk/concerns/>

Further information

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

Peter Gannon, Azteq Solutions Ltd, Azteq House, Mazted Corner, Eaton Road, Hemel Hempstead, Herts, HP2 7RA Tel 01442 244444