



## Stanley Park Junior School

### Privacy Notice for Job Applicants

The Data Protection Act 2018 and UK GDPR provides all individuals with the right to be informed of 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 individuals applying for roles at our school.

We, Stanley Park Junior School, are the 'data controller' for the purposes of data protection law.

#### **The personal data we hold**

We process data relating to those who apply to work at our school. The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Date of birth, marital status and gender
- Identity information to support your right to work in the UK, including copies of Passports and/or Photo Driving Licenses
- Evidence of an Enhanced Disclosure and Barring Service certificate.
- Application forms, references, work history, qualification details, training records and professional memberships
- Photographs
- CCTV images captured in school
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

We may also collect, store and use information about you that is considered sensitive. This is known as "special category data". This could include information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability, health and access requirements
- Photographs captured in school

Where we collect this type of information, we will clearly state our reasons (our legal basis) for doing so.

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

### **Why we use this data**

The purpose of processing this data is to help us run the school, including to:

- Enable us to establish relevant experience and qualification
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Identify you and safely evacuate the school in the event of an emergency
- Enable equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates who require them
- Enable us to recruit
- Make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with the relevant details, we will not be able to take your application further.

We will only use your personal information for the purposes for which we have collected it, unless we reasonably consider that we need to use it for any other reason and that reason is incompatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

### **Use of your personal data for filtering and monitoring purposes**

While you're in our school, we may monitor your use of our information and communication systems, equipment and facilities (e.g. school computers). We do this so that we can:

- Comply with health and safety and other legal obligations
- Comply with our policies (e.g. child protection policy, IT acceptable use policy) and our legal obligations
- Keep our network(s) and devices safe from unauthorised access, and prevent malicious software from harming our network(s)

### **Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data - for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

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)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you go about withdrawing consent if you wish to do so.

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.

### **Collecting this information**

Whilst most information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **How we store this data**

Personal data we collect as part of the job application process is stored in line with our Records Management Policy. This is based on the [Information and Records Management Society's toolkit for schools](#).

When this information is no longer required, we will delete your information in accordance with our Data Retention Policy. A copy of this is available from the school.

### **Data sharing**

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:

- Our local authority - *to meet our legal obligations to share certain information with it, such as shortlisting candidates for a head teacher 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

## **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 including EU GDPR.

## **Your Rights**

### **How to access personal information we hold about you**

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
- 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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact the school.

## **Other rights regarding your data**

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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 the school.

## **Contact Us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please ask a member of our office team via [office@spjs.org](mailto:office@spjs.org)

### **Telephone Conversations**

All telephone conversations made to and from the main school number are recorded. These recordings can be accessed for up to 12 months from the date of the call. We collect this information to verify conversations that have been held. Recordings of calls can be accessed to support disciplinary and complaints procedures etc. Copies of any calls that are made for such purposes will be deleted within 30 days of the completion of the process.

### **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 concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact the school via [office@spjs.org](mailto:office@spjs.org)

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