



General Data Protection Regulation (GDPR) Haydn Primary School Applicant's Privacy Notice

May 2018

Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Who processes your information?

Haydn Primary School is the data controller of the personal information you provide to us. This means the school determines the purposes for which and the manner in which, any personal data relating to job applications is to be processed.

Why do we collect and use your information?

New Data Protection legislation which includes provisions of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 take effect from May 25 2018, including provisions relating to 'lawfulness of processing' and 'processing of special categories of personal data'.

The school collects, stores and uses personal information about job applicants for purposes consistent with the Education Act 1996. The legal basis under which the school uses personal data for these purposes is that it is necessary for the performance of a task carried out in the public interest by the school or in the exercise of official authority vested in the school. If the information you provide to the school includes special categories of personal data such as race, ethnicity and religion then information in these categories will be used by the school on the basis that such use is necessary for reasons of substantial public interest and in accordance with Data Protection legislation.

Which data do we collect, hold and share?

The personal data that we collect, use, store and share (where appropriate) about you includes, but is not restricted to;

- The information collated on NCC agreed applications forms including references, work history, qualification details, training records and professional memberships, contact details, 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
- An Enhanced Disclosure and Barring Service certificate if appropriate
- CCTV images captured in school
- A record of any visits to our school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data commensurate with the NCC Job Application Proforma. This includes information about (where applicable):

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

Why we use this data

The purpose of processing this data is to help the school gather information that allows it to follow agreed recruitment processes by;

- Establishing relevant experience and qualification
- Calling up references
- Facilitating safe recruitment
- Identifying you and safely evacuating the school in the event of an emergency
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates who require them

The lawful basis for using this data

We only collect and use personal information about you when the law allows us in order to;

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data

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)

Collecting this information

While the majority of information we collect from you is mandatory, there may be some information that you can choose whether or not to provide. Whenever we seek to collect information from you, we (or the application template guidance notes) make it clear whether you must provide this information or whether you have a choice. 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.

Data storage

Personal data we collect in relation to the job application process is stored on paper and electronically in the Main Office. This information is kept secure and is only used for purposes directly relevant to work with the school. We do not hold personal information indefinitely and effectively, data is only stored for as long as is required to meet the purpose for which it was originally collected after which it will be deleted or destroyed.

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 legal obligations
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g. NCC Human resources, employment and recruitment agencies
- Police forces, courts – e.g. to assist them discharging their legal duties

Your rights - Requesting access to your personal data

Under data protection legislation, job applicants have the right to request access to information about them that we hold. 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.

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

Contact Us

If you have any questions, concerns, wish to exercise any of your rights or be given access to your records, contact the school Data Protection Officer on dpo@haydn.nottingham.sch.uk.

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 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