

Privacy Notice – job applicants May 2018



How we use applicant information

This Privacy Notice tells you what to expect when Lilycroft Nursery School collects personal information about you. Lilycroft is committed to compliance with the General Data Protection Regulation 2018 (GDPR) and the Data Protection Act 1998, as well as your rights to confidentiality and respect for privacy. We will ensure that we keep your personal information accurate and secure.

We will only collect the minimum information necessary, and when we no longer need to keep the information about you, that information will be disposed of in a secure manner.

Lilycroft Nursery School is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at office@lilycroftnurseryschool.com.

What will we do with the information you provide to us?

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than is necessary.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. Our HR team will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our HR team, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Our senior management team shortlist applications for interview.

Assessments and checks

We might ask you to complete tests or spend some time in our children's rooms which will be observed and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes. This information will be held by Lilycroft.

We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.

We will contact your referees, using the details you provide in your application, directly to obtain references

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work
- We will also contact you to complete an application for a Basic Criminal Record check via the Disclosure and Barring Service.

If you are unsuccessful following assessment for the position you have applied for, we will retain your details in our talent pool for a period of six months and contact you should any further suitable vacancies arise. Please let us know if you do not wish us to do this.

You must successfully complete pre-employment checks to progress to a final offer.

What authority do we have to collect and use this information?

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary to protect the vital interests of a data subject or another person.
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement.
- Processing is necessary for the establishment, exercise or defense of legal claims or where courts are acting in their judicial capacity.
- Processing is necessary for the purposes of preventative or occupational medicine, for assessing the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or management of health or social care systems.

In the rare circumstance that we don't have a legal authority to use your information, we will obtain your consent first.

What are your rights?

You have the right to request Lilycroft to stop processing your personal data. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of our legal functions. If you have any questions about our use of these data, you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact Anne-Marie Merifield, Executive Headteacher.

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.