



## Privacy notice for job applicants

### 1 Introduction

- 1.1 Under UK data protection law, individuals have a right to be informed about how the school uses any personal data 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.
- 1.2 This privacy notice explains how we collect, store and use personal data about **individuals applying for jobs at our schools**.
- 1.3 We, Seaton Valley Federation (Seaton Valley High School, Seaton Sluice Middle School and Whytrig Middle School) c/o Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW, are the 'data controller' for the purposes of UK data protection law.
- 1.4 Our data protection officer is Mr Darren Hobson (see 'Contact us' below).
- 1.5 Successful candidates should refer to our Privacy Notice for Staff for information about how their personal data is then collected, stored and used.

### 2 The personal data we hold

- 2.1 Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
  - contact details
  - copies of right to work documentation
  - references
  - evidence of qualifications
  - employment records, including work history, job titles, training records and professional memberships
  - information about your use of our information and communication systems, equipment and facilities (e.g. school computers)
- 2.2 We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:
  - information about race, ethnicity, religious beliefs, sexual orientation and political opinions
  - information about disability and access requirements
  - photographs and CCTV images captured in school

- 2.3 We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.
- 2.4 We may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

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

#### **3.1 We use the data listed above to:**

- enable us to establish relevant experience and qualifications
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- enable equalities monitoring
- ensure that appropriate access arrangements can be provided for candidates that require them
- make sure our information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

#### **3.2 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.**

#### **3.3 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.**

#### **3.4 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 Marketing Purposes**

#### **3.5 Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you.**

#### **3.6 You can withdraw consent or ‘opt out’ of receiving these emails and/or texts at any time by clicking on the ‘Unsubscribe’ link at the bottom of any such communication, or by contacting us (see ‘Contact us’ below).**

#### **Use of Your Personal Data in Automated Decision Making and Profiling**

#### **3.7 We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.**

#### **Use of Your Personal Data for Filtering and Monitoring Purposes**

#### **3.8 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, such as Child Protection and Acceptable Use, and our legal obligations
- keep our network and devices safe from unauthorised access, and prevent malicious software from harming our network

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

4.1 Our lawful basis for processing your personal data for the purposes listed above is in accordance with:

- the 'public task' basis - we need to process data to fulfil some of our statutory functions as a school

4.2 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 would go about withdrawing consent if you wish to do so.

##### Our Basis for Using 'Special Category' Data

4.3 For 'special category' data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- We have obtained your explicit consent to use your personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

4.4 For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We have obtained your consent to use it in a specific way

- We need to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation

## **5 Collecting this data**

- 5.1 While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.
- 5.2 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.
- 5.3 Most of the data we hold about you will come from you, but we may also hold data about you from:
- local authorities
  - government departments or agencies
  - police forces, courts and tribunals

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

- 6.1 We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. The federation's Record Keeping and Retention Policy sets out how long we keep information about job applicants and is available on request.
- 6.2 We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.
- 6.3 We will dispose of your personal data securely when we no longer need it.

## **7 Who we share data with**

- 7.1 We do not share information about you with any third party without consent unless the law and our policies allow us to do so.
- 7.2 Where it is legally required, or necessary (and it complies with UK 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 safeguarding concerns
  - 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

- 7.3 We will only share your personal information with the above parties for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes in accordance with our instructions.

#### Transferring Data Internationally

- 7.4 We may share personal information about you with international third parties, where different data protection legislation applies.
- 7.5 Where we transfer your personal data to a third party country or territory, we will do so in accordance with UK data protection law.
- 7.6 In cases where we have to set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us.

### **8 Your rights**

#### How to Access Personal Information That We Hold About You

- 8.1 You have a right to make a 'subject access request' to gain access to personal information that we hold about you.
- 8.2 If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):
- 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
- 8.3 You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.
- 8.4 If you would like to make a request, please contact us (see 'Contact us' below).

#### Your Other Rights Regarding Your Data

- 8.5 Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:
- object to our use of your personal data
  - prevent your data being used to send direct marketing
  - object to and challenge 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
  - in certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
  - in certain circumstances, be notified of a data breach

- make a complaint to the Information Commissioner's Office
- claim compensation for damages caused by a breach of the data protection regulations

8.6 We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Your right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

8.7 To exercise any of these rights, please contact us (see 'Contact us' below).

## 9 Complaints

9.1 We take any complaints about our collection and use of personal information very seriously.

9.2 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.

9.3 Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 10 Contact us

10.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mr Darren Hobson (Data Protection Officer), Seaton Valley Federation, Prospect Avenue, Seaton Delaval, Whitley Bay NE25 0FW; telephone 0191 2371505; or email [dpo@svf.org.uk](mailto:dpo@svf.org.uk).