



# St Mary's Catholic Primary School

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## Privacy Notice - Job Applicant

**26 April 2022**

Parliament passed a new Data Protection Act implementing the General Data Protection Regulation in May 2018. The school is required to issue you, as a job applicant, with a privacy notice and this fulfils that requirement.

### Who we are

Formally, we have to advise you that St Mary's Catholic Primary School is an Academy Trust and is part of the Bromley Catholic Schools Trust. For the purposes of Data Protection legislation, the school is the Data Controller. This means it is in charge of personal data about you.

The postal address of the school is given above in the letter head.

The Data Protection Officer services for the school have been placed in the hands of Judicium Education. The company's contact details are as follows: -

Mr Alex Mehta, Judicium Education, 72 Cannon Street, London, EC4N 6AE.

In this notice 'we' and 'us' means the school.

### The categories of information that we process include the following: -

- personal information (such as name, address and occupation);
- characteristics information (such as gender, age, ethnic group);
- Sensitive information (special category personal data).

You will know about this because you will have supplied us with it.

Please note that we will not necessarily hold, use or share all of the types of personal data described in this Privacy Notice in relation to you. The specific types of data about you that we will hold, use and share will depend on the role for which you are applying, the nature of the recruitment process, how far you progress in the recruitment process and your individual circumstances.

You might also have provided the school with a photograph to be used for identification purposes. You will know about this because you will have supplied us with it.

### How we use your information

At the initial stages of recruitment, we collect, hold and use the following types of ordinary personal data about you: -

- Information contained in your application form and covering letter, including your name, title,

contact details, [photograph], employment history, experience, skills, qualifications and training (including educational, vocational, driving licences where appropriate), referees' names and contact details, etc.;

- Publicly available information about you, such as your business social media presence;
- Selection information, including correspondence, interview notes, internal notes, the results of any written or online selection tests.

If you are shortlisted for a position, or you receive a conditional offer of employment, we may collect, hold and use the following additional types of ordinary personal data about you: -

- Pre-employment check information, including references and verification of qualifications
- Right to work checks and related documents.

We hold and use this personal data so that we can:

- process your application and correspond with you about it;
- assess whether you have the required skills, experience, qualifications and training for a role within the company;
- make informed recruitment decisions;
- verify information provided by you;
- check and demonstrate that you have the legal right to work in the UK;
- keep appropriate records of our recruitment process and decisions.

For Special Category Personal Data (sensitive personal information) uses: -

- The disclosure is necessary for safeguarding purposes, i.e. to protect pupils from harm and is therefore in the substantial public interest;
- Or, the disclosure is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on us as the Data Controller or on you in connection with your prospective appointment as an employee;
- Or, where we collect ethnic origin or disability information for equality monitoring purposes. This falls within substantial public interest and is therefore lawful, but you are not required to provide information for that purpose if you do not want to;
- Or, we collect your consent.

## **Our legal grounds for using your ordinary personal data**

Data protection law specifies the legal grounds on which we can hold and use personal data.

We rely on one or more of the following legal grounds when we process your ordinary personal data:

- We need it to take steps at your request in order to enter into a contract with you (entry into a contract), because by applying for a job with us you are effectively asking us to enter into a contract with you.
- We need it to comply with a legal obligation (legal obligation), e.g. the obligation not to discriminate during our recruitment process, or the obligation not to employ someone who does not have the legal right to work in the UK.
- It is necessary for our legitimate interests (or those of a third party) and your interests and fundamental rights do not override those interests (legitimate interest). For example, it is in our legitimate interests to review and consider your personal data (as listed above) so that we can select the most appropriate candidate for the job.

## **How we share your information with third parties**

We will not share information about you with third parties without your consent unless the law allows us to.

Should a conditional offer of employment be made to you we will disclose personal data about you to the Disclosure and Barring Service for the purposes of carrying out checks on your suitability to be engaged in an education setting as a prospective employee.

Our disclosures to third parties are lawful because one of the following reasons applies: -

For ordinary personal data uses: -

- the disclosure is necessary for the performance of a legal obligation to which the school is subject;
- or, the disclosure is necessary for the performance of our education function which is a function in the public interest;
- or, we collect your consent

## **How long we keep your personal information**

We will keep your personal data throughout the recruitment process.

If your application is successful, when you start work for us you will be issued with an Employee Privacy Notice which will include information about what personal data we keep from the recruitment process and how long we keep your personal data whilst you are working for us and after you have left.

If your application is unsuccessful, we will keep your personal data for up to 6 months from the date we notify you of our decision. We may keep your personal data for longer than 6 months if you have asked us to consider you for future vacancies. There may, however, be circumstances in which it is appropriate for us to keep particular items of your personal data for longer. We will base these decisions on relevant circumstances, taking into account the following criteria: -

- the amount, nature, and sensitivity of the personal data
- the risk of harm from unauthorised use or disclosure
- the purposes for which we process your personal data and how long we need the particular data to achieve these purposes
- how long the personal data is likely to remain accurate and up to date
- for how long the personal data might be relevant to possible future legal claims
- any applicable legal, accounting, reporting or regulatory requirements that specify how long certain records must be kept

In all cases, we will not keep your personal data for longer than we need it for our legitimate purposes.

If during the period that we have your personal data on file, you wish to apply for any particular vacancy that we have open, please do contact us to make us aware of this - particularly if it is not a close match with your previous experience or is in a different area of our business from a vacancy you applied for previously, as we may not otherwise realise that the vacancy would be of interest to you.

When applying for a particular role, there is no obligation for you to consent to us keeping your personal data on file for consideration for other roles if you do not want to. Your application for the particular role you are putting yourself forward for will not be affected.

If you change your mind about us keeping your personal data on file, you have the right to withdraw your consent at any time - see 'Your Rights', below.

## **Your rights**

You have the right to the following: -

- Ask for access to your personal information;
- Ask for rectification of the information we hold about you;
- Ask for the erasure of information about you;
- Ask for our processing of your personal information to be restricted;
- Data portability;
- Object to us processing your information.

If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact Mrs Elizabeth Tracey, the school's Administration and Admissions Officer either in writing or by e-mail on [admin@st-marys-catholic.bromley.sch.uk](mailto:admin@st-marys-catholic.bromley.sch.uk).

More information about your rights is available in our Data Protection policy.

If at any time you are not happy with how we are processing your personal information then you may raise the issue with the Data Protection Officer and if you are not happy with the outcome you may raise a complaint with the Information Commissioner's Office:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Tel: 0303 123 1113 (local rate) or 01625 545 745 if you prefer to use a national rate number.

ISOBEL VASSALLO  
Headteacher

