



St. Nicholas C of E Primary School

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Privacy Notice for job applicants (updated May 2024)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing privacy notices to these individuals.

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

St Nicholas C of E Primary School is the data controller for the purposes of UK data protection law. This means the school determines the purposes for which, and the manner in which, any personal data relating to job applicants is to be processed. There are several ways you can contact us which are all listed at the top of this privacy notice.

Our Data Protection Officer is Miss Rachel Younger. You can contact her at dpo@st-nicholas.blackpool.sch.uk or via the school office.

What types of information are collected?

We may collect, hold, share and otherwise process the following information about you during the recruitment process.

Up to and including shortlisting stage:

- Personal information (such as name and address)
- Contact details
- Information relating to previous employment and/or voluntary work experience, qualifications and training
- Telephone calls made and received on the school's telephone system
- CCTV footage captured on the school site

We may also collect the following special category data, where relevant:

- Equalities information

Following shortlisting stage and prior to making a conditional offer of employment:

- Information about your previous academic and/or employment history from your referees, including (but not limited to) details of any conduct or performance issues, attendance, health concerns
- Copies of personal documents used to verify right to work in the UK, identity and home address
- Confirmation of your academic and professional qualifications
- Telephone calls made and received on the school's telephone system
- CCTV footage captured on the school site

We may also collect the following special category data, where relevant:

- Details of any support or assistance you may need to assist you at the interview because of a disability

How do we collect your information?

Most of the personal information we process is provided to us directly by you through a range of channels, including: your application form, ID provided for the DBS disclosure, etc.

Whilst the majority of the personal data you provide to the school is mandatory, some is provided on a voluntary basis. When collecting data, the school will inform you whether you are required to provide this data or if you have a choice. If you have given us information on a voluntary basis, you have the right at any point to request that this information is deleted from our records.

We also receive personal information about you from your previous employers and others who provide references; and through technical systems such as our computer networks, CCTV, telephone recording system and sign-in software.

Why do we collect and use your information?

We collect and use your information to:

- Assess your suitability for the role you are applying for
- Facilitate safe recruitment of staff, as part of our legal obligations and our safeguarding obligations to pupils
- Enable equalities monitoring
- Contact you directly regarding your application
- Ensure that appropriate access arrangements can be provided for candidates that require them
- Contact your nominated referees

The school may process special categories of data, such as information about ethnic origin, religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

We do not currently process any job applicants' 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.

What is the lawful basis for processing this information?

Under Article 6 of the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

- a) Your consent
- c) We have a legal obligation
- e) We need it to perform a public task

For special category data, we only process it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in Article 9 of the UK GDPR:

- 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

Will your information be shared?

We do not share information about you with anyone without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary for the efficient running of the school, we may share personal information about you with:

- Our local authority, Blackpool Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Professional advisers and consultants
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support

How is your data stored and how long for?

We have put in place measures to protect the security of your information. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

In accordance with the UK GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and/or to comply with relevant legislation or statutory guidance.

Our retention schedule sets out details of how long we keep information about job applicants. You can read this on our website via this link: [Data Protection & Information Management | St Nicholas Church of England Primary School \(st-nicholas-blackpool.org.uk\)](https://www.st-nicholas-blackpool.org.uk/Data-Protection-&Information-Management)

We dispose of your personal data securely when we no longer need it.

What are my rights?

Under data protection law, you have rights we need to make you aware of. The rights available to you depend on our reason for processing your information.

You have the right to:

- Ask us for copies of your personal information. This right always applies. There are some exemptions, which means you may not always receive all the information we process.
- Ask us to rectify information you think is inaccurate; you also have the right to ask us to complete information you think is incomplete. This right always applies.
- Ask us to erase your personal information. This right applies in certain circumstances.
- Ask us to restrict our processing of your personal data. This right applies in certain circumstances.
- Object to our use of your personal data. This right applies in certain circumstances.

Concerns and complaints

As a school, we hope that we are open and transparent about data. We must do this whilst protecting individuals and their right for their data to be held securely. We take any complaints about our use of personal information very seriously.

If you have any concern or complaint about the way we are collecting or using your personal data, please raise this with the school in the first instance.

To make a complaint, please contact our Data Protection Officer via the school office or by emailing dpo@st-nicholas.blackpool.sch.uk

You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>