The Priory Primary School

Privacy Notice for Job Applicants

Who processes your information?

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

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

We, The Priory Primary School, Dorsett Road, Wednesbury WS10 0JG, are the ‘data controller’ for the purposes of data protection law. This means that the school determines the purposes for which, and the manner in which, any personal data relating to volunteers is to be processed.

SIPS IT provides our Data Protection Officer and the Data Protection Lead is Mrs Dickenson, School Business Manager.

Successful applicants should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

The personal data we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details
- References
- Copies of right to work documentation
- Employment records, including work history, job titles, training records and professional memberships
- Job application form
- Evidence of qualifications
- CCTV footage
We may also collect, store and use information about you that falls into ‘special categories’ of more sensitive personal data. This includes information about (where applicable):

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

**Why we use this data**

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

**Our lawful basis for using this data**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, 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)

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 go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

**Collecting this information**

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.
Storing this information

Personal data we collect as part of the job application process is stored in line with our Data Protection Policy and the ‘Information Management Toolkit for Schools’ retention document.

We create and maintain a job application file for each post advertised. The information contained in this file is kept secure and is only used for purposes directly relevant to the recruitment process.

When the process is complete, we retain this file and delete the information in it in accordance with the ‘Information Management Toolkit for Schools’ retention document.

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 our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- 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

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting access to your personal data

Under data protection legislation, individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

To make a request for your personal information, contact Elaine Dickenson, School Business Manager.

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 a right for your personal information to be transmitted electronically to another organisation in certain circumstances.
If you would like to make a request, please contact our data protection officer.
You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner’s Office at [https://ico.org.uk/concerns/](https://ico.org.uk/concerns/)

**Further information**

If you would like to discuss anything in this privacy notice, please contact:

Elaine Dickenson – School Business Manager
The Priory Primary School

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Declaration

I declare that I understand:

- the Priory Primary School has a legal and legitimate interest to collect and process my personal data in order to meet statutory and contractual requirements
- There may be significant consequences if I fail to provide the personal data that The Priory Primary School requires
- The Priory Primary School may share my data with the Local Authority and subsequently our service providers
- The Priory Primary School will not share my data to any third party without my consent, unless the law requires the school to do so
- The nature and personal categories of this data, and where the personal data originates from, where my data is obtained from third parties
- My data is retained in line with The Priory Primary Schools Data Protection Policy and the 'Information Management Toolkit for Schools' retention document
- My rights to the processing of my personal data

Name: …………………………………………………………………………………………………………………………………………………

Signature: ………………………………………………………………………………………………………………………………………………

Date: ………………………………………………………………………