

Privacy Notice for Prospective Employees

Reviewed: January 2022

Privacy notice – how the school uses prospective employees' information

This policy relates to the information collected during the recruitment process and remains applicable for unsuccessful candidates. Appointees will receive the Privacy Notice for Workforce as part of their induction documentation.

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references
- Details relating to your current employer and salary

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

We collect your personal information via the following methods:

- Application forms
- References

Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We create and maintain a file for each vacancy. Any application forms received by email are printed off and filed. The email is then deleted from our system. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school's Records Management Policy, (for recruitment purposes, records are kept for six months) this can be accessed via the school website or by speaking to Helen Screamon – School Business Manager

Registered office: Thorpe Hesley Primary School, Upper Wortley Road, Rotherham, S61 2PL

[Company Registration number 09061804](#)



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Who do we share your information with and why?

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, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

You have specific rights to the processing of your data, these are the right to:

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact Tim Pinto - Data Protection Officer via the school.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Tim Pinto - Data Protection Officer via the school.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Tim Pinto - Data Protection Officer via the school - office@thorpehesleyprimary.rotherham.sch.uk

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