



# Privacy Notice for Job Applicants

July 2021

Under Data Protection Law, individuals have a right to be informed about how Fowlmere Primary School uses any personal data that we hold about them. We comply with this right by providing privacy notices 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, Fowlmere Primary School, are the 'Data Controller' for the purposes of Data Protection Law. Our Data Protection Officer is Nicola Cook (see 'Contact us' below).

Successful candidates should refer to our privacy notice for the School Workforce for information about how their personal data is collected, stored and used during their period of employment.

## **The personal data we hold:**

We process data relating to those applying to work at, Willingham Primary School or Honey Pot Pre-school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Full name and address
- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

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, sexual orientation and political opinions
- 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 legal basis for using this data:**

We only collect and use parents' personal data when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation.

- We need it to perform an official task in the public interest.

Less commonly, we may also process parents' personal data in situations where:

- We have obtained consent to use it in a certain way.
- We need to protect the individual's vital interests (or someone else's interests).

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

### **Collecting this information**

While most 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.

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

We keep personal information about you during and after the recruitment process. We store this data in both digital and paper-based formats. We keep personal data according to the Retention Schedule set out in the Information and Record Management Society's Toolkit for Schools and our own Data Retention Policy which can be provided on request.

### **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 United Kingdom, we will do so in accordance with Data Protection Law.

### **Your rights regarding personal data**

Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them.

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 or your child.
- 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.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

### **Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress.
- Prevent it being used to send direct marketing.
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person).
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing.
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact Mrs Annielle Walker, School Secretary, 01763 208203, [office@fowlmere.cambs.sch.uk](mailto:office@fowlmere.cambs.sch.uk).

### **Complaints**

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

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.

To make a complaint, please contact Mrs Annielle Walker, School Secretary, 01763 208203, [office@fowlmere.cambs.sch.uk](mailto:office@fowlmere.cambs.sch.uk).

You can also contact our Data Protection Officer:

- Name: Nicola Cook
- Email: [nicola@schoolsdp.com](mailto:nicola@schoolsdp.com)
- Tel: 01296 658502

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

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

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact Mrs Annielle Walker, School Secretary, 01763 208203, [office@fowlmere.cambs.sch.uk](mailto:office@fowlmere.cambs.sch.uk).

*This notice is based on the [Department for Education's model privacy notice](#) for Job Applicants, amended to reflect the way we use data in this school.*