

## PRIVACY NOTICE

### How we use Job Applicant's Information

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

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

Bishop Ramsey Church of England School is part of the Veritas Educational Trust.

Veritas Educational Trust, Hume Way, Ruislip HA4 8EE is the Data Controller for the purposes of Data Protection law.

As a public body, we have appointed Grow Education Partners Ltd as our Data Protection Officer (DPO). The responsible contact at Grow Education Partners Ltd is Mr David Coy (see "Contact us" below).

Successful candidates will need also to refer to our privacy notice for the school workforce for information about how their personal data is collected and used once they join the school's staff.

#### 1. The personal data we hold

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

- Personal information (such as name, date of birth, national insurance number)
- Contact details and preferences (contact telephone numbers, e-mail addresses and postal address)
- Protected characteristics (such as race, ethnicity, religion, sexual orientation, language, nationality and country of birth).
- Evidence of qualifications
- References
- Copies of right to work documentation
- Information about your entitlement to work in the UK
- Information about your criminal record
- Employment records (including work history, job titles, training records and professional memberships)
- Relevant medical information (such as disability and access requirements)
- Close Circuit Television (CCTV) footage/images.



We may also hold personal data about you from third parties, such as references supplied by former employers, information provided during the completion of our pre-employment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

A full breakdown of the information we collect on Job applicants can be found in the record of data processing which can be requested from Rachel Jerham, Exams and Data Manager, via e-mail to [rjerham@bishopramsey.school](mailto:rjerham@bishopramsey.school)

## **2. Why we collect and use this information**

The purpose of collecting and processing this data includes but is not limited to:

- Staff recruitment and ensuring that we have all the necessary information to enter into a contract with you
- Fulfilling our legal obligations, for example, to check a successful applicant's eligibility to work in the UK before employment starts
- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards our students
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

## **3. Our lawful basis for using this data**

This section contains information about the legal basis that we are relying on when handling your information. These are defined under Data Protection legislation and for personally identifiable information are:

- You have given consent for one or more specific purposes
- Processing is necessary to comply with the school's legal obligations
- Processing is necessary to protect your vital interests
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education)

When we process special category information, which is deemed to be more sensitive, the lawful basis used are:

- You have given explicit consent
- It is necessary to fulfill the school's obligations or your obligations
- It is necessary to protect your vital interests
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- Reasons of public interest in the area of public health.

Where you have provided us with consent to use personal data, you may withdraw this consent at any time. We will make this clear when requesting your consent and explain how you can withdraw consent if you wish to do so.

## **4. Collecting this information**

Whilst the majority of 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 providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

#### **5. How we store this data**

Personal data we collect as part of the job application process is stored in line with our Data Protection policy. When it is no longer required, we will delete your information in accordance with our Data Retention policy.

Please refer to the Trust's Records Management Policy and Records Retention Schedule for further information. These documents are available on our website: <http://www.bishopramseyschool.org> and can be requested from Paul Burchell, the Data Protection Lead at the school, via e-mail to [pburchell@bishopramsey.school](mailto:pburchell@bishopramsey.school)

#### **6. Unsuccessful candidates**

If your application for employment is unsuccessful, the school will hold your data on file for 6 months after the end of the relevant recruitment process.

At the end of that period your data will be deleted or destroyed.

#### **7. Who we share data with**

In order for us to legally, effectively and efficiently function, we are required to share data with appropriate third parties including, but not limited to:

- Former employers, to obtain references
- Employment background check providers, to obtain necessary background checks
- Our auditors, to ensure compliance with our legal obligations
- 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.

#### **8. Transferring Data Internationally**

We may send your information to other countries where:

- we, or a company we work with, store information on computer servers based overseas, or
- we communicate with you when you are overseas.

We conduct due diligence on the companies we share data with and note whether they process data in the UK, EEA (which means the European Union, Liechtenstein, Norway and Iceland) or outside of the EEA.

The UK and countries in the EEA are obliged to adhere to the requirements of the GDPR and have equivalent legislation which confers the same level of protection to your personal data.

For organisations who process data outside the UK and EEA we will assess the circumstances of how this occurs and ensure there is no undue risk. Additionally, we will assess if there are adequate legal provisions in place to transfer data outside of the UK.

## 9. Data Protection Rights

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
- 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
- NOT provide information where it compromises the privacy of others
- Give you a copy of the information in an intelligible form.

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

In most cases, we will respond to subject access requests within 1 month, as required under Data Protection legislation. However, we are able to extend this period by up to 2 months for complex requests or exceptional circumstances.

We reserve the right to verify the requester's identity by asking for Photo ID. If this proves insufficient, then further ID may be required.

### Your other rights regarding your data:

- Withdraw your consent to processing at any time. (This only relates to tasks where the school relies on consent as a lawful basis or processing)
- Ask us to rectify, erase or restrict processing of your personal data, or object to the processing of it in certain circumstances and where sufficient supporting evidenced is supplied
- Prevent the use of your personal data for direct marketing
- Challenge processing which has been justified on the basis of public interest, official authority or legitimate interests
- Request a copy of agreements under which your personal data is transferred outside of the European Economic Area
- Object to decisions based solely on automated decision making or profiling (decisions taken with no human involvement that might negatively affect you)
- Request a cease to any processing that is likely to cause damage or distress
- Be notified of a data breach in certain circumstances
- Refer a complaint to the Information Commissioner's Office (ICO)
- Ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

If you like to exercise any of the rights or requests listed above, please contact  
E-mail: [GDPR@bishopramsey.school](mailto:GDPR@bishopramsey.school)  
Post: Bishop Ramsey Church of England School, Hume Way, Ruislip, HA4 8EE  
Phone: 01895 639227.

The school will comply with Data Protection legislation in dealing with all data requests submitted in any format, but individuals are asked to preferably submit their request in a written format to assist with comprehension.

#### **10. Data Protection Breaches**

If you suspect that your data or the data of someone else has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage, then we ask that you advise us without undue delay by contacting Paul Burchell, the Data Protection Lead at the school, via e-mail to [pburchell@bishopramsey.school](mailto:pburchell@bishopramsey.school)

#### **11. 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 via Paul Burchell, the Data Protection Lead at the school, via e-mail to [pburchell@bishopramsey.school](mailto:pburchell@bishopramsey.school)

To make a complaint, please contact our Data Protection Officer, Mr David Coy, via e-mail to [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org) or telephone 07903 506531.

Alternatively, you can refer 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.

#### **12. Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact either our School Data Protection Lead, Mr Paul Burchell, IT Manager, Bishop Ramsey School via e-mail to [pburchell@bishopramsey.school](mailto:pburchell@bishopramsey.school) or our independent Data Protection Officer: Mr David Coy Grow Education Partners Ltd, via e-mail to [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org) or telephone 07903 506531.