

# Recruitment Privacy Notice

## Chalkhill Primary School



**Approved by:** Head of Chalkhill Primary School      **Date:** 20/09/2019

**Last reviewed on:** 20/09/19

**Next review due by:** 20/09/20

# Privacy Notice Recruitment

As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”. This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at our school.

We, Chalkhill Primary School, (Barnhill Road Wembley HA9 9YP) are the ‘data controller’ for the purposes of data protection law.

Our data protection officer is **Deepti Bal.** [dpo.bal@bsp.London](mailto:dpo.bal@bsp.London)

The Data Protection Leads in school are **Ms Mehta** and **Ms Pooja Patel**

## What information do we process during your application process?

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

Up to and including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

☑ information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*

- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks

(for example Section 128 direction for management posts and EEA teacher sanctions);\* and education providers;\*

- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

## Where do we get the information during the application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

## Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks that are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we are able to monitor applications for posts in the School to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

## How long will we hold the information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful then how long we need to hold on to any information will depend on type of information. For further details please see our Data Retention Policy. If you are unsuccessful we will hold your personal data only for six months, after which time it is securely shredded.

## Who will we share the information with?

We may share information gathered during your application process with the Local Authority, or professional advisors such as legal and HR advisors.

## 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.

Customers can make a request with respect to their data

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

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

If you would like to make a request please either attend our school in person, or contact our Data Protection Lead or Data Protection Officer - see 'Contact us' below.

## 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 our Data Protection Lead or Data Protection Officer - see 'Contact us' below.

## 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 our school Data Protection Lead:

**Ms Mehta** [mehtaf@chalkhill.brent.sch.uk](mailto:mehtaf@chalkhill.brent.sch.uk)    **Ms Pooja Patel** [patelp@chalkhill.brent.sch.uk](mailto:patelp@chalkhill.brent.sch.uk)

Our data protection officer: **Deepti Bal.**    [dpo.bal@bsp.London](mailto:dpo.bal@bsp.London)

For any unresolved complaints 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

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school Data Protection Leads are

**Ms Mehta** [mehtaf@chalkhill.brent.sch.uk](mailto:mehtaf@chalkhill.brent.sch.uk)

**Ms Pooja Patel** [patelp@chalkhill.brent.sch.uk](mailto:patelp@chalkhill.brent.sch.uk)

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