**PRIVACY NOTICE – Job Applicants**

**Introduction**

Pike Fold Primary School is committed to protecting the privacy and security of your personal data when you apply for a job role with us. As an employer we need to collect personal data about you as part of our recruitment process. We are the data controller for this information which means we are responsible for deciding how your personal data is processed.

We are committed to being transparent about how we collect and use your personal data; this privacy notice outlines how we will do this and sets out the bases on which we collect, use, and disclose your personal data along with your rights in respect of that data.

**The types of personal data we collect when you apply for a job with us?**

When you apply for a job with us, we collect a range of information including:

|  |  |  |
| --- | --- | --- |
| **Type of Personal Data** | **Description** | **Collected from?** |
| Contact Information | Name  Postal address  Email address  Telephone number(s) | * You on application |
| Personal Information | Date of birth  Gender  Next of kin  Relationship status  Emergency contact information | * You |
| Identity Information | Passport / driving license  Right to work and residency data  DBS Checks | * You |
| Background Information | Education history & results  Career history, skills & experience  Psychometric test results  Application form  Interview notes & evaluation  Preferences on job location & salary  Image or photographs  Any conflicts of interests (family networks) | * You * Recruitment agencies * Previous employers * Publicly available information from online resources. |
| Financial Information | Salary  National Insurance number & other governmental ID numbers  Business expenses & reimbursement details | * You * Your previous employer |
| Special Category Personal Data | Racial or ethnic origin  Political opinions  Religious or philosophical beliefs  Trade Union membership  Data concerning physical or mental health  Sexual Orientation  Health & Safety accident records & reports  Information relating to actual or suspected criminal convictions and offences | * You * We may seek data from third parties such as occupational health and DBS checking services if your application is successful. |

**How we get the personal information and why we have it?**

Most of the personal information we process is provided to us directly by you so that we can process your application form and effectively carry out our recruitment process. We collect the data through a variety of sources including:

* Your application form
* Interviews and other assessment methods
* Through documents that you provide such as your passport and ID documents

The school may also collect personal data about you from third parties; typical information would include health questionnaires, right to work and criminal record checks and references from your previous employer. We will only seek this information once a job offer has been made or if you have given us permission to do so in your application (for references).

**Our lawful basis for using this data**

Under the General Data Protection Regulation (UK-GDPR), the school rely on one or more of lawful bases below for processing your personal data:

**Consent**: You give us consent to obtain references and other types of data. Consent can be withdrawn at any time by contacting the school.

**Contractual Obligation**: The school needs to process your personal data to take steps at your request (your application) to enter a contract with you.

**Legal Obligation**: The school has an obligation to comply with certain legislation relating to the recruitment process such as checking a candidate’s eligibility to work in the UK.

**Public Task**: It is necessary for the school to process certain data in the interest of the public.

**Legitimate Interest**: Processing your personal data allows the school to effectively manage the recruitment process, assess your suitability for the role and decide who we offer the job to.

In addition, the school may process health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

**How we store your personal information?**

Personal data related to your application is securely stored on the school’s internal system / premises.

If your application is unsuccessful, we will hold your data on file for 6 months following the appointment of a successful candidate.

If your application is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained throughout your employment. In line with legal requirements and the school’s retention schedule, your data will generally be kept for a period of six years after your employment with us ceases.

The school has internal controls in place to ensure that your data is not lost, stolen, destroyed, misused or disclosed. Any data that is no longer required will be disposed of securely.

Data Sharing

We do not share information about you with any third party without your consent unless we have another lawful basis that requires us to do so. If you are successful, the school is required by law to pass certain personal data about you to specified external bodies including our local authority and the Department for Education (DfE).

We may also perform certain background checks with third parties as part of our pre-employment process including references, right to work and criminal record checks through DBS.

**Your data protection rights?**

Under data protection law, you have rights including:

* **Your right of access** - you have the right to ask us for copies of your personal information.
* **Your right to rectification** - you have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
* **Your right to erasure** - you have the right to ask us to erase your personal information in certain circumstances.
* **Your right to restriction of processing** - you have the right to ask us to restrict the processing of your personal information in certain circumstances.
* **Your right to object to processing** - you have the the right to object to the processing of your personal information in certain circumstances.
* **Your right to data portability** - you have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

If you would like to exercise any of these rights, please contact:

Pike Fold Primary School

Old Market Street

Blackley

M9 8QP

T: 0161 702 3669

**How to complain?**

If you have any concerns about our use of your personal information, you can make a complaint to us directly at same address.

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO’s address:

Information Commissioner’s Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>