



RECRUITMENT PRIVACY NOTICE

Owner: ND
Reviewed: June 2021
Next Review: June 2022

1 INTRODUCTION

- 1.1 This Recruitment Privacy Notice is intended to provide information about how Lady Eleanor Holles (the School), as data controller, will collect, use and share (or "process") personal data of prospective applicants for roles and your rights in relation to the personal data we hold.
- 1.2 The School will take appropriate technical and organisational steps to ensure the security of personal data about individuals, including policies around use of technology and devices, and access to School systems.

2 TYPES OF INFORMATION COLLECTED AND HOW IT IS COLLECTED

- 2.1 The types of personal data the School may collect for recruitment purposes include:
- contact and communications information (including email address(es), telephone numbers and postal address(es));
 - other information supplied as part of the application form(s) which will include: name, title, gender, nationality, national insurance number, and date of birth, details of education, details of work history, and details of your referees;
 - references from both institutions of study and/or previous employers;
 - professional sanctions and/or criminal record information;
 - information concerning health and medical conditions (for example, where required to make reasonable adjustments);
 - documents submitted as proof of identity on interview day;
 - any information supplied on the equal opportunities form (which information is retained anonymously);
 - nationality and other immigration status information (i.e. about your entitlement to work in the UK), including copies of passport information (if applicable);
 - confirmation on Covid-19 test results in advance of interview;
 - interview notes, lesson observations, results from testing or exercises and anything else recorded/captured as part of the interview process; and
 - images captured by the School's CCTV system should you attend the School for an interview.
- 2.2 We collect personal information about you from yourself as applicant and other sources including: recruitment agencies, DBS, referees and data from publically accessible resources.

3 WHY WE COLLECT PERSONAL DATA AND HOW THAT DATA IS USED

3.1 We process your personal data primarily for the following purposes:

- in accordance with our legitimate interests to administer job applications and make informed recruitment decisions;
- to comply with public health requirements (e.g., in respect of Covid-19 (or in similar circumstances));
- to comply with our legal obligations governing the recruitment of staff (including statutory guidance: Keeping Children Safe in Education) for example: by carrying out due diligence checks on you including by checking references in relation to your education and your employment history.

3.2 We may share your information with third parties such as your referees and the DBS according to how far your application progresses.

4 HOW LONG WE KEEP PERSONAL DATA

4.1 Personal data relating to unsuccessful job applicants is deleted and/or disposed of securely within one year of the end of the application process, except where we have notified you we intend to keep it for longer (and you have not objected).

4.2 For successful applicants, information collected as part of the recruitment process will be transferred to your personnel file and the School's Staff Privacy Notice will apply.

4.3 The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its Data Protection Policy.

5 YOUR RIGHTS

5.1 Individuals have various rights under data protection law to access and understand their own personal data held and processed by the School, and in some cases ask for it to be erased or amended, or for the School to stop processing it - but subject to certain exemptions and limitations. The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time limits.

5.2 If you consider that the personal data we hold on you is inaccurate, please let us know. However, the School will not necessarily delete or amend views, opinions, notes or records purely on the request on an individual who disputes the account, although we may keep a record of all parties' viewpoints.

6 QUERIES AND COMPLAINTS

If you have any comments or queries on this Notice, or should you wish to exercise any of your rights, please contact either the HR Manager or the Director of Finance and Operations. If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk. The ICO does recommend you seek to resolve any issues with the School as data controller initially prior to any referral.