



## THE AMERICAN SCHOOL IN ENGLAND

### **Job Applicant Privacy Notice**

**Data controller: TASIS The American School in England, Coldharbour Lane, Thorpe, Surrey, TW20 8TE**

As part of any recruitment process, the School collects and processes personal data relating to job applicants. The School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

#### **What information does the School collect?**

The School collects a range of information about you. This includes:

- Contact details including personal email address and phone numbers;
- Your name, using 2 forms of original ID, e.g., Passport / Driving License / Birth Certificate;
- Proof of your Address, e.g., postal bank statement / utility bill in your name and dated within the last 3 months;
- Information about your entitlement to work in the UK;
- Enhanced DBS certificate;
- Overseas Police Checks (if applicable);
- Details of your qualifications, skills, experience, and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Written and verbally confirmed professional and/or character references to confirm working history and overseas checks (if applicable);
- Whether or not you have a disability for which the School needs to make reasonable adjustments during the recruitment process;
- Information regarding your medical situation and any existing conditions that the School may need to make reasonable adjustment for, where possible, during your employment;
- Information regarding any previous personal Convictions to ensure that the Safeguarding of the School's students is upheld to the highest level;
- Details of your Emergency Contacts, should the School be required to contact them on your behalf.

The School may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other original identity documents, or collected through interviews, video meetings or other forms of assessment, including online tests.

The School may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The School will seek certain information from third parties, such as references, prior to interview, but once you have given permission; any other third-party information will only be applied for once a job offer to you has been made and we will inform you that it is being done.

Data will be stored in a range of different places, including on your application record, in HR management systems, and on other IT systems (including email).

### **Why does The School process personal data?**

The School needs to process data to take steps at your request prior to entering into a Contract with you. It may also need to process your data to enter into a Contract with you.

In some cases, the School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the School to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

The School may also need to process data from job applicants to respond to and defend against legal claims.

The School may process special categories of data, such as information about ethnic origin, sexual orientation, or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The School processes such information to carry out its obligations and exercise specific rights in relation to employment.

The School is obliged to seek information about criminal convictions and offences. Where the School seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The School will not use your data for any purpose other than the recruitment exercise for which you have applied.

If your application is unsuccessful, the School may keep your personal data on file in case there are future employment opportunities for which you may be suited. The School will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes, members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The School will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The School will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks.

The School may transfer your data both inside and outside the European Economic Area (EEA) to obtain information required to meet UK and Education Legislation. Data is transferred outside the

EEA on the basis of obtaining references and police checks to comply with Safeguarding legislation.

### **How does the School protect data?**

The School takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. A copy of the School's GDPR policy can be found on the TISIS England website.

### **For how long does the School keep data?**

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. If you agree to allow the School to keep your personal data on file, the School will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted and/or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Your rights:**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the School to change incorrect or incomplete data;
- Require the School to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data where the School is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Mary Biddlecombe, Executive Director, Recruitment and Relationship Management, email: [mbiddlecombe@tasisengland.org](mailto:mbiddlecombe@tasisengland.org)

If you believe that the School has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the School during the recruitment process. However, if you do not provide the information, the School may not be able to process your application properly or at all.

### **Automated decision-making:**

Recruitment processes are not based solely on automated decision-making.