



WHO WE ARE

At Mayfield School we are committed to protecting your personal information and making every effort to sure that your personal information is processed in a fair, open and transparent manner. For your information we are a company limited by a guarantee and registered in England No. 3068144. We are also a charity (Registration number 1047503).

We are a 'data controller' for the purposes of the Data Protection Act 2018. This means we are responsible for, and control the processing of your personal information.

WHAT THIS POLICY IS FOR

This policy is intended to provide information about how the school will use (or "process") personal data about applicants for vacancies and applicants who apply speculatively.

This information is provided in accordance with the rights of individuals under Data Protection Law to understand how their data is used. Individuals are encouraged to read this Privacy Notice and understand the school's obligations to applicants.

This **Privacy Notice** applies alongside any other information the school may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This **Privacy Notice** also applies in addition to the School's other relevant terms and conditions and policies, including:

- any contract between the school and its staff or relevant service providers;
- the school's retention of records policy;
- the school's safeguarding, pastoral, or health and safety policies, including as to how concerns or incidents are recorded; and
- the school's IT policies, including its Acceptable Use of ICT policy.

Anyone who works for, or acts on behalf of, the school (including staff, volunteers, governors and service providers) should also be aware of and comply with this Privacy Notice which also provides further information about how personal data about those individuals will be used.

RESPONSIBILITY FOR DATA PROTECTION

The School has appointed the Bursar who will deal with all your requests and enquiries concerning the school's uses of your personal data (see section on Your Rights below) and endeavour to ensure that all personal data is processed in compliance with this policy and Data Protection Law.

The Bursar can be contacted via post at Mayfield School, The Old Palace, Mayfield, East Sussex, TN20 6PH or via email at bursar@mayfieldgirls.org.uk.

WHAT INFORMATION DOES THE SCHOOL COLLECT?

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

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the School needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

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 identity documents, or collected through interviews or other forms of assessment.

The School may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record 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 information about whether or not applicants are disabled to make reasonable adjustments 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.

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.

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.

LEGAL BASIS FOR USING YOUR INFORMATION

There are lawful reasons that allow us to process your personal information and one of those is 'legitimate interests'. This means that the reason we are processing information is because there is a legitimate interest for the School to process your information to help us make the very best recruitment decisions.

Whenever we process your Personal Information on this basis we make sure that we take into account your rights and interests and will not process your personal information if we feel there is an imbalance.

WHO HAS ACCESS TO DATA?

Your information may be shared internally for the purposes of the recruitment exercise. This includes HR and the Bursary team, interviewers involved in the recruitment process, staff in the department with the 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 and the Disclosure and Barring Service to obtain necessary criminal records checks.

The School will not transfer your data outside the European Economic Area.

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.

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 Schools will hold your data on file for a further 18 months for consideration for future employment opportunities. At the end of that period your data is deleted 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 held on that basis is available in the School's Document Retention Policy.

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; and
- 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 the Bursar but please note that some of these rights only apply in certain circumstances and we may not be able to fulfil every request,

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

The School does not use automated decision-making.