

CLOCKHOUSE PRIMARY SCHOOL



Privacy Notice for Job Applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about **individuals applying for jobs at our school.**

Clockhouse Primary School is the 'data controller' for the purposes of data protection law.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to :

- contact details
- references
- evidence of qualifications
- employment records, including work history, job titles, training records and professional memberships
- copies of Right to Work documentation

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes data about (*where applicable*) :

- race, ethnicity, religious beliefs, sexual orientation and political opinions
- disability and access requirements

Why we use this data

We use this data to help us run the school, including to :

- establish relevant experience and qualifications
- facilitate safe recruitment as part of our safeguarding obligations towards pupils
- enable equalities monitoring
- ensure that appropriate access arrangements can be provided for candidates that require them

Our legal basis for using this data

We only collect and use personal data about you when the law allows us to. Most commonly, we use it where we need to :

- comply with a legal obligation
- perform an official task in the public interest

Less commonly, we may also process personal data about you in situations where :

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)
- we have legitimate interests in line with reasonable expectations

Where you have provided us with consent to use your personal data, you may withdraw this consent at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of your data.

Collecting this information

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we will make it clear whether you must provide this information (and, if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

We keep personal information about you during the recruitment process for the post you have applied for, and retain only for as long as is necessary. We may also keep it beyond your application to our school if this is necessary in order to comply with our legal obligations.

When your data is no longer required, it will be deleted in accordance with our Record Retention Policy/Schedule, which is currently being updated to set out how long we keep information about you, and will be in line with the [*Information and Records Management Society's toolkit for schools*](#). When it is updated, it will be available on the school's website.

Data Sharing

We do not share information about you with any third party without consent, unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with :

- our local authority, the London Borough of Havering, - to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Headteacher position

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law. This will only occur if you move to an area outside the EEA.

Your 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.

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
- give you a copy of the information within 30 days

Please be aware that it may be difficult to meet the 30 day timescale if a subject access request is received during school holidays, or the 30 day period overlaps a school holiday period.

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 subject access request, please contact the School Office or the school's Compliance Officer, Mrs Lowe (*see contacts 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 the school's Compliance Officer, Mrs Lowe (*see contacts below*).

Data Breaches

Any data breaches that may occur are notified to the school's Data Protection Officer (DPO), Mrs Barton (*see contacts below*), who is independent of the school. The DPO will document and record all breaches, and will assess the potential consequences of any breach, based on how serious they are, and how likely they are to happen. The DPO will also consider whether the breach must be reported to the Information Commissioner's Office (ICO). If a breach affects your personal data, and is serious enough to be reported to the ICO, the DPO will inform you immediately, in writing. Where data breaches are to be notified to the ICO, the DPO must do so via the ICO website within 72 hours of the breach being reported. The DPO works with the school and Headteacher to review all data breaches, and how they can be prevented from happening again.

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 by contacting the school's Compliance Officer, Mrs Lowe (*see contacts below*).

To make a complaint, please contact the Headteacher, Mrs Savidge (*see contacts below*).

Alternatively, you can make a complaint to the Information Commissioner's Office by :

- reporting a concern online at <https://ico.org.uk/concerns/>
- telephoning 0303 123 1113
- writing to :
Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this Privacy Notice, please contact the Headteacher, Mrs Savidge, or the school's Compliance Officer, Mrs Lowe.

- The school's Headteacher is Mrs J Savidge
email office@clockhouse.havering.sch.uk
- The school's Compliance Officer is Mrs Lowe
email finance@clockhouse.havering.sch.uk
- The school's Data Protection Officer is Mrs R Barton
email DPO@clockhouse.havering.sch.uk

This notice is based on the [Department for Education's model privacy notice for pupils](#), amended for parents and to reflect the way we use data in this school.