

JKHS PRIVACY NOTICE - RECRUITMENT

What is the purpose of this notice?

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.

The Data Protection Officer

The school has an appointed Data Protection Officer (DPO), HY Professional Services, who can be contacted by telephone on 0161 804 1144. The DPO is responsible for dealing with data protection issues within the school and you can contact the DPO should you wish to discuss any issues or concerns that you have about data protection.

What information do we collect?

The types of personal information that we collect will include:-

- personal information (such as 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;
- 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.

What is the purpose of us collecting your personal information?

We process personal data relating to those we employ to work at, or otherwise engage to work at, our school. This is for employment purposes to assist in the running of the school and to enable individuals to be paid. We use workforce data to:

- enable the development of a comprehensive picture of the workforce and how it is deployed;
- informing the development of recruitment and retention policies;
- enabling individuals to be paid;
- monitoring staff attendance;
- safeguarding purposes;
- dealing with reference requests;
- identifying training/CPD requirements.

The school collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The school will 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 record checks. Information from criminal record checks will only be sought once a job offer has been made to you and you will be informed of this.

Data will be stored in a range of different places, including on your application record and on IT systems (including e-mail).



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

The school has a legitimate reason in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applications 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 processes 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. The school also processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, age or gender. This is for equal opportunities monitoring purposes with the explicit consent of job applications, which can be withdrawn at any time.

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.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members for the HR team, senior leadership group, trustees, interview panel and heads of department/line managers.

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

How does the school protect data?

The school takes the security of your data seriously. We have 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. At the end of that period or once you withdraw your consent, your data is deleted and 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; and
- ask the school to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the school's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Kristian Phillips, Assistant Headteacher on kristianphillips@jkhs.org.uk.

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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

