



St. Columba's Catholic Primary School

Privacy Notice – Applicant



Department or Service Area: Human Resources

St. Columba's Catholic Primary School is registered with the information Commissioners Office (ICO) under the provisions of the Data Protection Act 1998. St. Columba's Catholic Primary School takes its responsibilities under the Act very seriously. This notice provides details of how school collects and uses information about you. For more general information about how school uses your information, please refer to the general 'Privacy Notice' on St. Columba's Catholic Primary School's website. You can find this here: <https://www.stcolumbas.co.uk/privacy/>

What is this information?

St. Columba's Catholic Primary School may collect some or all of the following information about you:

- Name, address and contact details
- Application data and application history
- Education and employment details
- Gender, ethnicity, disability, sexual orientation and religion/belief
- Date of birth and national insurance number, Identification, Immigration and Asylum details, i.e. right to work in the UK

Who uses this information?

School administrators and recruiting managers use this information for recruitment purposes.

What authority does St Columba's Catholic Primary School have to collect and use this information?

Under the General Data Protection Regulations, St. Columba's Catholic Primary School collects and uses this information under powers given to school for the legitimate interests of the controller or third party, where applicable.

The following categories of lawfulness apply:

- Processing is necessary for the performance of a contract with the data subject or to take steps to enter into a contract
- Processing is necessary for compliance with a legal obligation
- Processing is necessary for carrying out obligations under employment, social security or social protection law, or a collective agreement
- Processing is necessary for the establishment, exercise or defence of legal claims or where courts are acting in their judicial capacity

In the rare circumstance that we don't have a legal authority to use your information, we will obtain your consent first.

What is 'person identifiable data'?

The term 'person identifiable data' relates to any data that could potentially identify a specific individual. The following fields in Human Resources are classified as person identifiable: Name, age, address, postcode, place of birth, date of birth, gender, national insurance number, any application data and any information about an individual that can be used directly, or in connection with other data, to identify, contact or locate that person.

Why do we use this information?

We use this information in the course of recruiting employees into the school or partner organisations.

Who are we likely to share this information with?

We may sometimes share the information we have collected about you where it is necessary, lawful and fair to do so. In each case we will only share the minimum amount of information, only when required, for the following reasons:

With The Diocese of Leeds to

- manage recruitment, complaints and investigations

With Bradford Council PACT-HR and Payroll departments to

- allow managers to manage recruitment processes

With other organisations (with your consent, or where the law allows us) to

- provide services to the Council. These services are currently provided to Human Resources by HAVAS People Ltd (online recruitment)

How do we keep this information secure?

Your information is stored securely on database and document management systems with stringent access and use policies.

How long do we keep this information? We have a retention policy which details how long we keep different types of records and when these are deleted. A copy of this can be requested by contacting the main school office.

What are your rights?

You have the right to request St. Columba's Catholic Primary School to stop processing your personal data in relation to any council service. Wherever possible, we will seek to comply with your request but we may need to hold or process information in connection with one or more of the school's legal functions.

If you have any questions about our use of these data, or you wish to request a copy of the information we hold about you, or you wish to discuss your rights in relation to opting out from these processes, please contact dataofficer@col.bcwcac.co.uk