

Recruitment Privacy Notice



Policy Statement

As part of your application to join Preston Park Primary School, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their 'personal data'. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. In some circumstances we may need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as "processing".

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process:

Up to and including shortlisting stage:

- Your name and contact details: i.e. address, telephone numbers & email address
- Details of your qualifications, training experience, duties, employment history;
- Information regarding your criminal record i.e. DBS
- Details of your references;
- Details of any support or assistance you may need to assist you at the interview due to disclosed disability;
- Any other information that you have provided on your application form.

Following shortlisting stage, and prior to making a final decision:

- Information regarding your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained from previous employers and/or education providers (*);
- Confirmation of your academic and professional qualifications (including sighting certificates) (*);
- Information obtained through DBS process, regarding your criminal record, i.e. whether you are barred from working in regulated activity (*);
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration documents/information (*);
- Medical check to indicate fitness to work, if applicable (*);
- Identity and proof of address document (*);
- If you are a teacher, we will carry out checks against the National College of Teaching and Leadership (NCTL) Teachers Services, to confirm whether you are subject to a prohibition from teaching order (*);
- Equal opportunities monitoring data

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked with a (*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further notice in relation to data we collect, process, hold and share about you during your time with us, will be made available to you.

Where do we get information from during your application process?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have proved), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment Process.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the interest of the public, and taking steps with a view to entering into an employment contract with you. This includes:

- To assess your suitability for the role you are applying for;
- To take steps to enter into a contract with you;
- To check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching;
- So that we are able to monitor applications for posts in the school to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

How long will we hold information in relation to your application?

We will only hold information relating to your application for as long as necessary. If you are successfully appointed into a role, then how long we hold onto any information will depend on the type of information. For further details, please see our Retention and Destruction Policy.

If you are unsuccessful with your application, then we will hold your personal data for **6** months only. After this time your information will be securely destroyed.

Who we will share your information with regarding your application?

We may share information gathered during your application process with the Local Authority, or professional advisors such as legal and HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to personal data that we hold about them. To make a request for access to your personal data, individuals should in the first instance contact:

Georgina Nutton (Headteacher) / Jayashri Varsani (Operations Manager)
020 8904 3602
admin@prestpk.brent.sch.uk

The school will then take guidance from our Data Protection Officer at Brent Council:

Rajesh Seedher – 020 8937 2018
school.dpo@brent.gov.uk

Please also refer to our Data Protection Policy for further details on making requests for access to personal data.

Individuals also have the right, in certain circumstances to:

- Object to the processing of their personal data
- Have inaccurate or incomplete personal data about them rectified
- Restrict processing of their personal data
- Have your data transferred to another organisation
- Claim compensation for damage caused by a breach of their data protection rights

If an individual wishes to exercise any of these rights then they should contact the school. The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request, then the individual will be notified of the reason in writing.

Concerns

If an individual has any concerns about how we are using their data, then we ask that they contact our Data Protection Officer (details provided above). However an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <http://ico.org.uk/concerns/>.

Contact

If you would like to discuss anything in this privacy notice, please contact:

Georgina Nutton (Headteacher) / Jayashri Varsani (Operations Manager)
020 8904 3602
hr@prestpk.brent.sch.uk