**Privacy Notice - Applicants**

**Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.**

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| --- | --- |
| What is the service being provided? | Recruitment of School Staff - Applicants |
| What personal data do we need from you? |

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Address | Date of Birth | Contact details, including email and phone number |
| National Insurance Number | Employment History, including reason for leaving | Current level of Pay and any Allowances | Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks |
| History of sickness absence from previous employer | Reference and Referees contact details | Qualifications/skills/Experience, including Secondary School Education and Continuing Education and Professional Qualifications | Breaks in employment history |
| Ability to travel | Training & Development History | Close Personal Relationship information | Disability information to enable us to make reasonable adjustments |

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| Who will be using your Personal Data? | Who is the [Data Controller](#DC)? | Primary Excellence Trust |
|  | Who is the Data Controller’s [Data Protection Officer](#DPO)? | **Mrs J Reid** |
|  | Are there any [Data Processors](#DProc)?  | Yes |[x]  No |[x]
|  | Who are they? | Members of the HR and Recruitment team, Interviewers, relevant Governors and Trustees  |
| What will it be used for and what gives us the right to ask for it and use it? | [The Purpose](#Purps)(s): | Recruitment |
|  | The [Legal Condition](#LegCond)(s): | * *Under Contract*
* *Employment, Social Security*
 |
| Who else might we share your data with? | HR, Legal, Trustees and Governors, CEO/Headteacher |
| Will your data be stored in or accessible from [countries with no UK-equivalent](#EEA) Privacy Law protections? | NO  |
| How long will your data be kept? | When will it stop being used? | Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule. |
|  | How long after this will it be deleted? | Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule. |
|  |  |  |
| Our use of the data will be subject to your legal rights (marked if applicable): | [Inform](#Inform) |[x]  [Access](#Access) |[x]  [Rectify](#Rect) |[x]  [Erase](#Erase) |[x]
|  | [Restrict](#Restrict) |[ ]  [Portable](#Portability) |[ ]  [Object](#Object) |[x]  [Automate](#Auto) |[ ]
| As you are giving us your data directly: | This is the reason why we are allowed to ask for it and use it: | Contract LawEligibility to work in the UKKeeping Children Safe in Education 2016 (As Updated). |
|  | This is what could happen if you refused to let us use your data for this purpose: | Unable to process application/continue with recruitment process |
| As you are not giving your data directly to us: | This is who is giving us your personal data: | Previous employer/s, DBS service, The Teaching Regulation Agency, Overseas Embassies |
|  | This is a source of personal data open to anyone  | Yes |[ ]  No |[x]
|  | These are the categories of personal data being given to us | Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks |
| **Visit the following links for more information about Privacy Law, our obligations and your Rights:** |
| [The ICO Guide to the General Data Protection Regulations 2016](https://ico.org.uk/for-organisations/data-protection-reform/overview-of-the-gdpr/)[The General Data Protection Regulations 2016](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32016R0679&from=EN) |
| **If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:** |
| Postal Address | St Clare’s Primary School, Cloes Lane, Clacton-On-Sea, Essex CO16 8AG  |
| Email | Mrsreid@stthomasmores.co.uk |
| Phone Number | 01206 865722 |
| **If you still have concerns following our response you have the right to raise the matter with the Information Commissioner’s Office:** |
| Postal Address | Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF |
| Online Form | <https://ico.org.uk/concerns/handling/>  |
| Phone Number | 0303 123 1113 |