**A picture containing graphics, font, line, diagram

Description automatically generated**

**Job Applicant Privacy Notice (compliant with GDPR)**

Ravensbury Community School is committed to protecting the privacy and security of your personal information. As part of any recruitment process, Ravensbury Community School collects and processes personal data relating to job applicants. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school in accordance with the General Data Protection Regulation (GDPR).

Ravensbury Community School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

Ravensbury Community school, are the ‘data controller’ this means that we are responsible for deciding how we hold and use personal information about you.

Our data protection officer is Shane O’Neill at Global Policing.

**The categories of job applicant information that we process include:**

• Personal information (such as name, contact details and residential address)

• Characteristics information (such as gender, age, ethnic group)

• Qualifications (and, where relevant, subjects taught)

• Previous work history (dates, roles, reason for leaving)

• Pre-employment checks (references)

• Disclosure Barring Service (DBS) enhanced checks to comply with our statutory requirement to ensure   
 suitability for employment

• Right to work in the UK evidence

• Records relating to the recruitment and selection process such as interview notes

We may also collect information after the shortlisting and interview stage in order to make a final decision on whether to recruit, including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

**Why we collect and use applicant information**

We use applicant data to:

1. Enable us to establish relevant experience and qualifications
2. Assess suitability for the role which the applicant has applied for
3. Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
4. Ensure that appropriate access arrangements can be provided for candidates that require them

**Under the General Data Protection Regulation (GDPR), the legal bases we rely on for processing personal information for general purposes are:**

• Taking steps to enter into a contract at an individual’s request

• Our legal obligations under education and child welfare law, along with statutory guidance such as Keeping  
 Children Safe in Education and Working Together to Safeguard Children. In addition, concerning any special   
 category or criminal offence data

**Collecting applicant information**

We collect personal information in the main through applicants completing various forms.

The majority of the personal information the applicant provides to us is mandatory to enable us to undertake a full and proper recruitment process, some of it is requested on a voluntary basis.

In order to comply with GDPR, we will inform the applicant at the point of collection, whether they are required to provide certain information to us or if they have a choice in this.

**Storing applicant information**

We hold applicant’s data securely for a set amount of time. In summary:

If the applicant is unsuccessful their records will be held for six months following the decision. At the end of this period they will be securely destroyed.

If the applicant is successful and are appointed, their records will be retained as part of their personnel file. Further details on the staff Data Privacy Policy are available once appointed. A summary is held on our website in the form of a Staff Privacy Statement.

**Who we share applicant information with**

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 UK data protection law), we may share personal information about you with:

* Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency
* Our Local Authority in order to meet our legal obligations for sharing data with it;
* Referees
* Employment and recruitment agencies
* The selection panel involved in shortlisting and the selection to post.
* Disclosure and Barring Service, for successful applicants
* Our appointed data processers that host our IT systems such as payroll, for successful applicants

**Why we share applicant information**

We do not share information about applicants unless the law and our policies allow us to do so.

• To comply with legal obligations when undertaking a safer recruitment exercise as required by the statutory   
 guidance Keeping Children Safe in Education.

• To assist us in the efficient operation of the school and the recruitment exercise

**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; and

• Object to the processing of your data where Ravensbury Community School is relying on its legitimate  
 interests as the legal ground for processing

If you would like to exercise any of these rights, please email admin@ravensbury.manchester.sch.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 Ravensbury Community School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.