Vine_Master_Logo_RGB smaller**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.**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| What is the service being provided? | Recruitment Records for applicants | | | | | | | | | | | | |
| What personal data do we need from you? | |  |  |  |  | | --- | --- | --- | --- | | Covering Letter/Email | Recruitment papers including application form / ID | Race, Ethnicity, religious beliefs, sexual orientation | Pre-employment check information | | Employment history | Health and sickness records | Information provided during interview/ interview notes and Task results | | | | | | | | | | | | | | |
| Who will be using your Personal Data? | Who is the [Data Controller](#DC)? | | | | The Diocese of Chelmsford Vine Schools Trust | | | | | | | | |
|  | Who is the Data Controller’s  [Data Protection Officer](#DPO)? | | | | Lauri Almond (Essex County Council). | | | | | | | | |
|  | Are there any [Data Processors](#DProc)? | | | | Yes | |  | | | No | |  | |
|  | Who are they? | | | | The Diocese of Chelmsford Vine Schools Trust | | | | | | | | |
| 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): | | | | * Performance of a contract * Employment, Legal Requirement | | | | | | | | |
| Who else might we share your data with? | | | | | Central & Local Government, Health Providers, Other Education Providers (eg HR, Legal), Regulatory Bodies, Professional Associations, Past employers (references). | | | | | | | | |
| 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?  Unsuccessful candidates | When will it stop being used? | | | | 6 months from date of interview or immediately for ID, qualifications, RTW documentation 1 | | | | | | | | |
|  | How long after this will it be deleted? | | | | 6 months from date of interview1 | | | | | | | | |
|  |  | | | | 1 Subject to exceptions – please refer to the school’s Retention Schedule | | | | | | | | |
| How long will your data be kept?  Successful candidates | When will it stop being used? | | | | Termination of employment + 6 years1 | | | | | | | | |
|  | How long after this will it be deleted? | | | | Termination of employment + 6 years1 | | | | | | | | |
|  |  | | | | 1 Subject to exceptions – please refer to the school’s Retention Schedule | | | | | | | | |
| Our use of the data will be subject to your legal rights (marked if applicable): | [Inform](#Inform) |  | [Access](#Access) |  | [Rectify](#Rect) | |  | [Erase](#Erase) | | | | |  |
|  | [Restrict](#Restrict) |  | [Portable](#Portability) |  | [Object](#Object) | |  | [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: | | | | Employment law | | | | | | | | |
|  | This is what could happen if you refused to let us use your data for this purpose: | | | | Unable to employ | | | | | | | | |
| As you are not giving your data directly to us: | This is who is giving us your personal data: | | | | Previous employer, DBS service, Occupational Health, NCTL. | | | | | | | | |
|  | This is a source of personal data open to anyone | | | | Yes |  | | | No | |  | | |
|  | 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, medical reports, employment suitability/safeguarding checks, Pensions and payroll data, prohibition 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 | Essex County Council. County Hall. Chelmsford. CM1 1QH | | | | | | | | | | | | |
| Email | [DPO@essex.gov.uk](mailto:DPO@essex.gov.uk) **amend these details if ECC are not the data Protection Officer for your school under contract** | | | | | | | | | | | | |
| Phone Number | 03330322970 | | | | | | | | | | | | |
| **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 | | | | | | | | | | | | |

**© Essex County Council**.

All rights reserved,  Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold.  For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full.  No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council’s copyright may be subject to prosecution, claims for damages or other legal action.