



# **Privacy Notice**

## **Job Applicants**

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## **1. Introduction**

Under data protection legislation, individuals have a right to be informed about how Ecclesfield and Coit Primary Schools uses any personal data that we hold about them. We comply with this right by providing privacy notices (sometimes called fair processing notices) to individuals where we are processing their personal data.

This privacy notice explains how and why we collect, store, and use personal data about Job Applicant

We, Ecclesfield and Coit Primary Schools are the 'data controller' for the purposes of data protection law. The Schools are registered as a data controller with the Information Commissioners Office (ICO).

Our Data Protection Officer is The Schools People (see below).

## **2. Types of Job Applicant Data We Collect**

The categories of job applicants' information that we collect, process, hold, and share include:

- your name, address, and contact details, including email address and telephone number
- details of your qualifications, skills, experience, and employment history
- information about your current level of remuneration, including benefit entitlements
- medical details, N.I. number
- information about your entitlement to work in the UK

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious or philosophical beliefs, sexual orientation
- Disability, health and access requirements

## **3. Why We Collect and Use This Information**

We collect this information to safeguard and to promote your welfare, to promote the objects and interests of the School, to facilitate the efficient operation of the School, and to ensure that all relevant legal obligations are complied with.

For example, we collect data to:

- decide on whether to appoint you
- check your suitability to be our employee
- facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- identifying you and safely evacuating the premises in the event of an emergency
- enable equality monitoring
- ensuring appropriate access arrangements can be provided for job applicants who require them
- send you communications relating to your job application
- complying with health and safety obligations
- maintain and promote equality
- monitor recruitment statistics
- receive advice from external advisors and consultants
- responding to and defending legal claims

## **4. Collecting Job Applicants' Information**

We collect job applicants' information from:

- the individual via application forms, CVs, and covering letters
- documents provided to prove your identity and entitlement to work in the UK such as passports or other proofs of identity
- during the interview process and other forms of assessment therein,
- third parties such as employment agencies, references from current/former employers and others
- DBS checks
- Occupational Health such as pre-employment health checks

In addition, we may conduct an online search as part of our due diligence on the shortlisted candidates to identify any publicly available issues we may wish to explore at the interview. We do this in line with the guidance in section 226 of Keeping Children Safe in Education (2024). Any search conducted will be proportionate to assessing the candidate's suitability to work in a regulated activity and with appropriate safeguards.

Most of the information you provide to us is mandatory, some of it is provided to us voluntarily. To comply with data protection legislation, we will inform you whether you are required to provide certain information to us or if you have a choice in this and we will tell you what you need to do if you do not want to share this information with us.

## **5. The Lawful Bases on Which We Use This Information**

We only collect and use personal data when the law and our policies allow us to do so.

We process general category data:

- to take steps before entering into a contract
- to comply with a legal obligation
- to perform a task in the public interest or for our official functions.

Less commonly, we may also process your personal data in situations where:

- we need to protect your vital interest or that of another person
- for our legitimate interest where the School is not acting in its official capacity

We may process special category data:

- to protect your vital interests or those of another person, and where you/they are physically or legally incapable of giving consent
- if the information is manifestly made public (e.g. on social media)
- for the establishment, exercise or defence of legal claims, or whenever courts are acting in their judicial capacity
- where it is necessary for reasons of substantial public interest
- where it is necessary for reasons of substantial public interest in the area of public health
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds which justify our use of this data.

## **6. Criminal Proceedings/Convictions and Child Protection/ Safeguarding Issues**

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our safeguarding obligations and provided we do so in line with data protection legislation.

We envisage that we will hold information about criminal convictions if information about criminal convictions comes to light during the recruitment process or because of Disclosure and Barring Service checks. Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

## **7. Consent**

We may process personal information without your consent, in compliance with the above lawful bases, where this is required or permitted by law and our policies.

In limited circumstances, we may require written consent to allow us to process certain particularly sensitive data. If we do so, we will provide full details of the information that we would like and the reason we need it, so that careful consideration may be given to whether you wish to consent.

Where we rely solely on consent as the lawful basis for processing, consent may be withdrawn at any time ([see below](#)).

## **8. Storage and Retention**

A significant amount of personal data is stored electronically. Some information may also be stored as hard copy. All data is stored and processed following the data protection legislation.

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including satisfying any legal, accounting, insurance or reporting requirements. Details of retention periods for different aspects of your personal information are available in our Data Retention Schedule.

Following the recruitment process, we will retain and securely destroy your personal information following our Data Retention Policy and Schedule. Recruitment data relating to the successful candidate/s will be added to the personnel file.

## **9. Who Do We Share Job Applicant Information With?**

We do not share job applicant data with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we routinely share job applicant data with:

- HR (including external HR Consultants)
- the recruitment/interview panel
- the line manager for the area with the vacancy
- the IT service, if access to the data is necessary for them to carry out their roles

If you are successful in being offered the post, the School will share your personal data with employment background check providers, the Disclosure and Barring Service and our Occupational Health provider to obtain the necessary background, criminal records and health checks (see section 4 above).

## **10. Transferring Data Outside The UK**

We do not routinely share data with organisations outside the UK. Where this may be necessary, we may transfer data with your explicit consent and with appropriate safeguards.

We will not transfer personal data outside the UK unless the transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the GDPR applies (including if an individual explicitly consents to the proposed transfer).

## **11. Data Security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **12. Your Data Subject Rights**

You have the right to:

- make a subject access request (SAR) (see below)
- withdraw your consent to the processing at any time
- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your personal data is transferred outside of the UK
- object to decisions based solely on automated decision-making or profiling. (the School does not use automated decision-making and/or profiling in any of its processes and procedures)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach (in certain circumstances)
- ask for their personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).
- make a complaint to the ICO.

For more information about your rights please see here [For the public | ICO](#)

### **13. Your Duty to Inform Us of Change**

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during the recruitment process, please let us know.

### **14. Subject Access Requests**

Under the data protection legislation, you have the right to request access to information about you that we hold. Subject Access Requests may be made in writing or verbally.

If you would like to make a SAR concerning your personal data, it would be helpful if this could be made in writing, to the school office including:

- your name and address
- email address and telephone number
- details of the information required.

For more information about making a SAR please see [Preparing and submitting your subject access request | ICO](#)

### **15. Exercising Other Data Subject Rights**

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the School in the first instance ([details below](#)).

### **16. The Right to Withdraw Consent**

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time.

To withdraw your consent, please write to

<p>Ecclesfield Primary School</p> <p>High Street Ecclesfield Sheffield S35 9UD</p> <p>Enquiries@ecclesfield-pri.sheffield.sch.uk</p>	<p>Coit Primary School</p> <p>Park Avenue Chapelton Sheffield S35 1WH</p> <p>Enquiries@coit.sheffield.sch.uk</p>
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Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another lawful basis for doing so in law.

## 17. Complaints

We take complaints about our collection and use of personal information very seriously.

If you consider our collection or use of personal information unfair, misleading or inappropriate, or you have any other concerns about our data processing, please raise this with us in the first instance by contacting the school office.

If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at [DPOService@schoolspeople.co.uk](mailto:DPOService@schoolspeople.co.uk)

Alternatively, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/your-personal-information-concerns/>
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## 18. Changes to this Privacy Notice

This Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation or our processing activities. We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial changes.

## 19. Contact

If you would like to discuss anything in this privacy notice, please contact the Executive Headteacher.