

# WEST DERBY SCHOOL



## Recruitment Privacy Notice

This policy will be reviewed:	Annually
Last reviewed on:	16/03/2022
Approved on:	22/02/2023
Next review date:	31/03/2024
Signed:	S Graham (Headteacher)
Signed:	R Smith (On behalf of the Trust Board)

### **What information do we collect from you?**

We will start collecting information when you apply for a job with us and if we offer you a job, as part of the pre-employment checks we carry out. If you go on to become employed by us, there will be other times and situations during your employment when we will need to collect and process additional information so we can perform our contract of employment with you. You will be issued with a separate Privacy Notice for the School Workforce at induction if you are successful.

### **The personal information we collect may include one or more of the following:**

- personal information and contact details (for example your name, address, 'phone number, date of birth, next of kin, professional body registration number, bank details and national insurance number)
- special category of data (for example your ethnic group, health and criminal record)
- contract information (such as start dates, hours worked, post, roles and salary)
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- details of your education, employment history, referees and permission to work in the UK

### **How do we use the information we collect about you?**

**We collect and use your information for a number of reasons.**

#### **When you apply for a job these include:**

- to assess whether you meet the criteria required for the job/s
- to assess your suitability to work with children and/or vulnerable adults, if applicable
- to communicate with you throughout the process

#### **When you are offered a job these include:**

- to check you have the necessary permission to work in the UK.  
to assess your suitability to work with children and/or vulnerable adults, if applicable.

#### **When you start work with us:**

- to pay your salary and other payments during any period/s of sick and maternity/paternity leave
- to pay contributions to the pension scheme and make your pension payments when you retire
- to enable managers to make informed decisions when applying the policies and procedures in relation to matters such as attendance, conduct and performance
- to make referrals to the occupational health service
- to ensure we meet our legal obligations in relation to the employment of staff – for example in relation to permission to work in the UK and suitability to work with children
- to contact you during working hours if we are unable to do so using the Trust's phone or e-mail systems
- to review the effectiveness of our policies in relation to equality and diversity
- to inform the development of recruitment and retention policies

**Under the UK General Data Protection Regulation (UK GDPR) the lawful bases we rely on for processing your information are:**

- to perform our contract of employment with you
- to comply with the law
- to assess your working capacity.

Where we process special category data under the UK GDPR we also rely on the following article 9 conditions;

- where the personal data has been made available in the public domain (for example, online) by you; or
- to safeguard children.

Whilst the majority of information we ask you to provide is essential to perform our contract of employment with you or to comply with the law, some of it is provided to us on a voluntary basis. In order 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.

**Where necessary or required we share information with:**

- our HR, payroll and occupational health providers
- a small number of external organisations whose systems we use for the provision of online training and other HR support
- prospective employers where you have given your consent for them to request a reference from us
- the Department for Education (DfE) in relation to information on staff as part of the school workforce census
- our pensions’ administrators

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

**How do we protect your information?**

We don’t keep your information for longer than is necessary for the purposes for which it is processed. This is in accordance with our Data Privacy Policy which adheres to the Data Protection Act 2018.

We have IT systems that we use to keep your information safe and secure. Where this information is on a database that is not hosted by the Trust, we have service contracts with providers that give assurance of compliance with the relevant legislation and standards for data security.

Where your information is not kept electronically we have security measures and policies in place to ensure your information remains secure, not retained or processed unless there is a documented justifiable reason and is only shared on a “needs to know” basis.

**How long do we keep your information?**

When you apply for a job but are not successful, we will hold your personal information for a period of 6 months. In most other cases we hold personal information for as long as you are employed with us to enable us to perform our contract with you. If you cease to be employed by us we will hold your personal information in accordance with our Data Protection policy and the IRMS retention guidance.

**What are your rights over your information that you have provided to us?**

We do not process your information with countries outside of the UK or without the safeguards being in place that are equivalent to the UK Data Protection legislation or the General Data Protection Regulations (GDPR). Under the UK Data Protection Act 2018, you have the right to:

- Access your personal data by making a Subject Access Request
- Request rectification, erasure or to restrict your data (in certain circumstances)
- Right to object to the processing of your data (in certain circumstances)
- Data portability-right to request transfer of data
- Make a complaint to the school or the Information Commissioners Office (ICO).

All requests will be considered and complied with in line with the ICO guidance.

If you need to make a complaint or require further information on how your data is processed, please contact our data protection officer: Tony Card, Data Protection Officer, West Derby School, 364 West Derby Road, L13 7HQ; [a.card@westderbyschool.co.uk](mailto:a.card@westderbyschool.co.uk)

**Alternatively, you can make a complaint to the Information Commissioner's Office:**

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

**Changes to this privacy notice**

From time to time, we may need to update this privacy notice to ensure it meets any changes to regulations or reflects any changes to the way we manage your information.