

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 ?				The Diocese of Chelmsford Vine Schools Trust			
	Who is the Data Controller's Data Protection Officer ?				Lauri Almond (Essex County Council).			
	Are there any Data Processors ?				Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	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 (s):				Recruitment			
	The Legal Condition (s):				<ul style="list-style-type: none"> 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 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 interview ¹ 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 years ¹			
	How long after this will it be deleted?				Termination of employment + 6 years ¹ 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	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>

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	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	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 The General Data Protection Regulations 2016					
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 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				

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