

THE HARVEY GRAMMAR SCHOOL



Privacy Notice

Recruitment

May 2018

Introduction

We, The Harvey Grammar School are a data controller for the purposes of the General Data Protection Regulation (GDPR). We collect information from you and may receive information about you from third parties.

The categories of school workforce information that we collect, process, hold and share include:

- personal information (such as name, address, contact details, date of birth, employee or teacher number, national insurance number)
- special categories of data including characteristics information (such as gender, age, ethnic group)
- contract information (such as service dates, references, post, roles and salary information)
- qualifications and training (and, where relevant, subjects taught)
- medical information (such as disabilities)
- safeguarding (such as convictions or cautions)

Why we collect and use this information

We use this data to:

- assess the suitability of candidates for potential employability
- develop a comprehensive picture of the workforce and how it is deployed
- inform recruitment needs
- inform the development of recruitment and retention policies
- ensure right to work in the UK
- safeguard students
- ensure reasonable adjustments are made in the case of disabilities
- provision of wellbeing and support services
- monitor equal opportunities

The lawful basis on which we process this information

We process this information under the following lawful basis of the GDPR:

- **Article 6(1)(b) (Contract):** processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- **Article 9(2)(b) (Legal Obligation):** processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject

Collecting this information

Whilst the majority of information you provide to us is mandatory, 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.

Candidates should be assured that, as per their right under GDPR, recruitment decisions at The Harvey Grammar School are not made based on automated processing.

Storing this information

We hold recruitment data for potential employees for 6 months after the recruitment process has ended. On occasion, we may wish to keep candidates details on file for possible future roles. In this event, we would always notify candidates and seek their permission to do so.

If we are sent unsolicited CVs we may hold these on file too for future recruitment purposes. Again, senders would be contacted to request permission to retain this information and a 6 month time limit is applied.

Who we share this information with

We do not share recruitment information without your consent unless permitted to do so by law – such as anonymised ethnicity and equality monitoring information.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact our designated Data Protection Officer at dpo@harveygs.kent.sch.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact:

Data Protection Officer
The Harvey Grammar School
Cheriton Road
Folkestone
Kent
CT19 5JY

dpo@harveygs.kent.sch.uk
01303 252131