

# CHELMER VALLEY HIGH SCHOOL

## Privacy Notice – Staff 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 of School Staff - Applicants                                       |                                                                    |                                                                                                                                     |                                                                                                     |
| What personal data do we need from you?                                                                                 | Name                                                                           | Address                                                            | Date of Birth                                                                                                                       | Contact details, including email and phone number                                                   |
|                                                                                                                         | NI Number                                                                      | Employment History, including reason for leaving/reason for breaks | Current level of Pay and any allowances                                                                                             | Pre-employment check information including entitlement to work in the UK and Criminal Record Checks |
|                                                                                                                         | History of sickness absence from previous employer (preferred candidates only) | Reference and Referees contact details                             | Qualifications/skills and experience, including Secondary School Education and Continuing Education and Professional Qualifications | Disability information to enable us to make reasonable adjustments                                  |
|                                                                                                                         | Ability to travel                                                              | Training and Development history                                   | Close Personal Relationship information                                                                                             |                                                                                                     |
|                                                                                                                         |                                                                                |                                                                    |                                                                                                                                     |                                                                                                     |
| Who will be using your Personal Data?                                                                                   | Who is the <a href="#">Data Controller</a> ?                                   |                                                                    | Chelmer Valley High School                                                                                                          |                                                                                                     |
|                                                                                                                         | Who is the Data Controller's <a href="#">Data Protection Officer</a> ?         |                                                                    | Lauri Almond (Essex County Council).                                                                                                |                                                                                                     |
|                                                                                                                         | Are there any <a href="#">Data Processors</a> ?                                |                                                                    | Yes                                                                                                                                 | <input checked="" type="checkbox"/> No <input type="checkbox"/>                                     |
|                                                                                                                         | Who are they?                                                                  |                                                                    | Members of the HR and Recruitment team, Interviewers.                                                                               |                                                                                                     |
| What will it be used for and what gives us the right to ask for it and use it?                                          | <a href="#">The Purpose</a> (s):                                               |                                                                    | Recruitment                                                                                                                         |                                                                                                     |
|                                                                                                                         | The <a href="#">Legal Condition</a> (s):                                       |                                                                    | <ul style="list-style-type: none"> <li>Contract and Employment, Social Security, Social Protection</li> </ul>                       |                                                                                                     |
| Who else might we share your data with?                                                                                 |                                                                                |                                                                    | Governors and Trustees, External Interview Panel Advisors (Senior posts only), Legal Services and Occupational Health               |                                                                                                     |
| Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections? |                                                                                |                                                                    | NO                                                                                                                                  |                                                                                                     |

|                                                                                                                                                                   |                                                                                            |                                     |                          |                                     |                                                                                                                                                                                                       |                                     |                          |                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| How long will your data be kept?                                                                                                                                  | When will it stop being used?                                                              |                                     |                          |                                     | If applicant unsuccessful, 6 months from the date of appointment of the successful candidate. Successful candidates : Data will be held in line with the Data Retention Schedule                      |                                     |                          |                                     |
| Our use of the data will be subject to your legal rights (marked if applicable):                                                                                  | <a href="#">Inform</a>                                                                     | <input checked="" type="checkbox"/> | <a href="#">Access</a>   | <input checked="" type="checkbox"/> | <a href="#">Rectify</a>                                                                                                                                                                               | <input checked="" type="checkbox"/> | <a href="#">Erase</a>    | <input checked="" type="checkbox"/> |
|                                                                                                                                                                   | <a href="#">Restrict</a>                                                                   | <input type="checkbox"/>            | <a href="#">Portable</a> | <input type="checkbox"/>            | <a href="#">Object</a>                                                                                                                                                                                | <input checked="" type="checkbox"/> | <a href="#">Automate</a> | <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:                            |                                     |                          |                                     | Contract Law<br>Eligibility to work in the UK<br>Keeping Children Safe in Education 2016<br>(As updated)                                                                                              |                                     |                          |                                     |
|                                                                                                                                                                   | This is what could happen if you refused to let us use your data for this purpose:         |                                     |                          |                                     | Unable to process application/continue with recruitment process                                                                                                                                       |                                     |                          |                                     |
| As you are not giving your data directly to us:                                                                                                                   | This is who is giving us your personal data:                                               |                                     |                          |                                     | Previous employer, DBS service, The Teaching Regulations Agency, Overseas Embassies.                                                                                                                  |                                     |                          |                                     |
|                                                                                                                                                                   | 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, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks |                                     |                          |                                     |
| Visit the following links for more information about Privacy Law, our obligations and your Rights:                                                                |                                                                                            |                                     |                          |                                     |                                                                                                                                                                                                       |                                     |                          |                                     |
| <a href="#">The ICO Guide to the General Data Protection Regulations 2016</a><br><a href="#">The General Data Protection Regulations 2016</a>                     |                                                                                            |                                     |                          |                                     |                                                                                                                                                                                                       |                                     |                          |                                     |
| 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                                                                                                                                                             | <a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>                                     |                                     |                          |                                     |                                                                                                                                                                                                       |                                     |                          |                                     |
| 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                                                                                                                                                       | <a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>  |                                     |                          |                                     |                                                                                                                                                                                                       |                                     |                          |                                     |
| Phone Number                                                                                                                                                      | 0303 123 1113                                                                              |                                     |                          |                                     |                                                                                                                                                                                                       |                                     |                          |                                     |