**Burford School Job Applicant Privacy Notice**

As part of any recruitment process, Burford School collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

**What information does Burford School collect?**

Burford School collects a range of information about you. This includes:

* 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
* whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
* information about your entitlement to work in the UK

This information may be collected in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

Burford School may also collect personal data about you from third parties, such as references supplied by former employers, information from our Occupational Health providers and information from criminal records checks. We will seek information from third parties with your permission only.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

**Why does Burford School process personal data?**

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Burford School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide upon a successful candidate. We may also need to process data from job applicants to respond to and defend against legal claims.

Burford School processes special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

For all roles, Burford School is obliged to seek information about criminal convictions and offences because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, Burford School may keep your personal data on file in case there are future employment opportunities for which you may be suited. We will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, school Governors involved in the interviewing process and managers in the business area with a vacancy.

If your application for employment is successful and Burford School makes you an offer of employment we will then share your data with our Occupational Health Provider to obtain the necessary health check and the Disclosure and Barring Service to obtain necessary criminal records checks.

Burford School will not transfer your data outside the European Economic Area.

**How does the organisation protect data?**

Burford School takes the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long does Burford School keep your personal data?**

If your application for employment is unsuccessful, Burford School will hold your data on file for six months after the end of the relevant recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 12 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

**Your rights**

As a data subject, you have a number of rights. You can:

* access and obtain a copy of your data on request;
* require the organisation to change incorrect or incomplete data;
* require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
* object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Sarah Evans, Data Protection Officer.

If you believe that the organisation has not complied with your data protection rights, you can complain to Sarah Evans, Data Protection Officer. If she is unable to resolve your complaint to your satisfaction, you can also contact the Information Commissioner’s office.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

Data protection officer: Sarah Evans (s.evans@burford.oxon.sch.uk)