



## Recruitment Privacy Notice

As part of the School's recruitment process, certain information needs to be collected so your application can be considered. The following privacy notice informs you how the Cirencester Kingshill School intends to collect, use, process and store your data.

The School is the data controller, and they are responsible for any personal data that is provided to the School. This means that they determine the purposes for, and the manner in which, any personal data relating to any prospective staff member is to be processed. A representative of the School, Mr Darren Stillman, Assistant Headteacher, can be contacted on 01285 651511 or [dpo@cirencesterkingshill.gloucs.sch.uk](mailto:dpo@cirencesterkingshill.gloucs.sch.uk).

Mr Stillman, Assistant Headteacher, is the Data Protection Officer (DPO). Their role is to oversee and monitor the School's data processing practices. This individual can be contacted on 01285 651511 or [dpo@cirencesterkingshill.gloucs.sch.uk](mailto:dpo@cirencesterkingshill.gloucs.sch.uk) if you have any queries pertaining to how the School processes data.

Where necessary, third parties may be responsible for processing personal information. Where this is required, the School places data protection requirements on third party processors in line with their own data protection requirements, to ensure data is processed in line with prospective staff members' privacy rights.

### **The categories of information that we collect, process, hold and share for recruitment purposes are:**

- Personal information (such as name, DOB, contact details)
- Special categories of data including characteristics information such as gender, age, ethnic group, criminal record information if relevant
- Previous employment information (such as post, roles and salary information and referees)
- Relevant qualifications (and, where relevant, subjects taught)
- Documents submitted as proof of identity on interview day

### **Why we collect and use this information**

We use candidate data to:

- To facilitate safer recruitment
- To monitor equality of opportunity in recruitment
- Inform the development of recruitment and retention policies
- To review our recruitment performance

### **The lawful basis on which we process this information**

Cirencester Kingshill School has the legal right and a legitimate interest to collect and process personal data relating to its prospective employees to ensure the School's safeguarding and safer recruitment protocols are upheld. We process personal data to meet the requirements set out in UK employment and childcare law, including those in relation to the following:

- Academy Funding Agreement
- Academy's legal framework
- Safeguarding Vulnerable Groups Act 2006
- The Childcare (Disqualification) Regulations 2018

- Working Together to Safeguard Children 2023
- By law we have to process your data to make sure we meet the requirements of The Education Act 1996.
- We need to process your data to ensure that we comply with Keeping Children Safe in Education Guidance.

#### **We use your data:**

- To meet the requirements of the law regarding data sharing and safeguarding

#### **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.

#### **Storing this information**

**Successful applicants:** we hold school workforce data until your employment ends 12 years as detailed in our Retention Guidelines, a copy of which is available on our school website: <http://www.cirencesterkingshill.glos.sch.uk/>

**Unsuccessful applicants:** we retain application data for 6 months after the completion of the process after which it is disposed of securely, either by in-house shredding or by using an accredited confidential waste disposal company, depending on volume. We reserve the right to keep applicants data on file if they are unsuccessful if they specify they would like to join our 'Talent Pool.'

All personal data held on applicants and employees is kept securely with restricted access to relevant personnel only.

#### **Who we share this information with**

We do not share information about applicants prior to appointment to a role at Cirencester Kingshill School. If an applicant is successful and commences employment with us they become subject to the Cirencester Kingshill School Privacy Notice for Staff.

#### **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 Mr Stillman, Data Protection Officer.

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

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 Mr Stillman, Data Protection Officer.