Privacy notice for job applicants

DORIN PARK SCHOOL

1. Introduction

Under data protection law, individuals have a right to be informed about how our school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about **individuals applying for jobs at our school**.

We, **DORIN PARK SCHOOL, WEALSTONE LANE, UPTON, CHESTER, CH2 1HD** are the 'data controller' for the purposes of data protection law.

Our data protection lead is **SHARON JONES** (see below).

2. The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, use, store and share (when appropriate) information about you that falls into "special categories" of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the data listed above to:

a) Enable us to establish relevant experience and qualifications

b) Facilitate safe recruitment, as part of our safeguarding obligations towards pupils

c) Enable equalities monitoring

d) Ensure that appropriate access arrangements can be provided for candidates that require them

3.1 Use of your personal data in automated decision making and profiling

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

3.2 Why Do You Need My Information?

We process personal data relating to those we employ in order to administer payroll, pensions, training and appraisal, monitor equal opportunities and manage your access to various services such as IT and buildings. This is for employment purposes to assist in the running of the school.

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

- Personal information (such as name, NI number)
- Characteristics (such as ethnicity, nationality, country of birth)
- Qualifications
- Work related information (including employment contracts, remuneration details, and absence information).

3.3 What Allows You To Use My Information?

We collect and process employee information as part of our contract with employees under both the Data Protection Act and Article 6, part (b) of the General Data Protection Regulation.

The submission of the school workforce census return, including a set of individual staff records, is a statutory requirement on schools and local authorities by virtue of regulations made under sections 113 and 114 of the Education Act 2005. This means that:

- although schools and local authorities must meet their obligations to data subjects under the Data Protection Act, they do not need to obtain consent for the provision of information from individual members of the workforce
- schools and local authorities are protected from any legal challenge that they are breaching a duty of confidence to staff members
- schools and local authorities must complete a return.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

4 How Long Will You Keep This Data For And Why?

- If successful we hold your data for the period of employment.
- If not successful we do not hold your data on file and any hard copy is confidentially disposed of.

5 How Will My Information Be Stored?

If successful in your application your data will be stored by Schools Information Management System (SIMS). If you are unsuccessful, no data is stored.

6 Will This Information Be Used To Take Automated Decisions About Me?

No

7 Will My Data Be Transferred Abroad and Why?

No

8 What Rights Do I Have When It Comes To My Data?

Under the Data Protection Act and General Data Protection Regulation you have the right to request access to the information that we hold about you. To make a request for your personal information, or be given access to your child's educational record, contact Sharon Jones, Data Protection Lead, Dorin Park School, 01244 981188. You also have the right to:

- 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.

9 Who Can I Complain To If I Am Unhappy About How My Data Is Used?

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance.

- Email: sharon.jones@dorinpark.cheshire.sch.uk
- By post: Data Protection Officer Dorin Park School, Wealstone Lane, Upton, Chester, CH2 1HD

You also have the right to complain to the Information Commissioner's Office using the following details:

- [Information Commissioner's Office (ICO) website](#)
- By post: The Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF - Telephone: 08456 30 60 60 or 01625 54 57 45