



# Orleans Primary School Job Applicant Privacy Notice

## How we use Job Applicant Information

We, **Orleans Primary School, Hartington Road, Twickenham, TW1 3EN** are the Data Controller for the purposes of data protection law, and as such have a duty to explain to you what information is collected and why, and who, if anyone, it is shared with under the General Data Protection Regulation 2016 and the Data Protection Act 2018. This information is briefly laid out below and is also available in our Staffing Privacy Notices,

As a public body we have appointed Grow Education Partners Ltd as its Data Protection Officer (DPO), the responsible contact is David Coy (contactable on [david.coy@london.anglican.org](mailto:david.coy@london.anglican.org), 07903 506531).

We collect all the information laid out in this form in the form of references from current and/or previous employers, and if shortlisted from the selection process. The information given to us and collected by us will form part of the contract of employment for successful candidates. We process this information in order to:

- administer the application, shortlisting and selection process
- assess your suitability to work with children and young people
- inform the development of recruitment and retention policies
- defend legal claims
- fraud detection and prevention
- monitor protected characteristics in order to promote equality at work

No decisions are based on automated decision making.

We process this information about you because the processing is necessary for us to enter into an employment (or other work-related) contract with you. We also need to process this information to ensure that we are complying with our legal obligations under the Employment Act, the School Staffing Regulations and with other DfE statutory guidance documents, including Keeping Children Safe in Education and other school specific legislation.

We have a legitimate interest in processing data from job applicants in order to administer the recruitment process, to monitor compliance with our policies, to defend any legal claims and to ensure that the most suitable applicant is appointed to the role, based on an assessment of their likely performance amongst other factors.

We process special category data, such as information about your ethnic origin or health, as part of our equal opportunities monitoring process, and in order to meet our legal obligations. This information is collected with the express consent of job applicants. Consent may be withdrawn by an applicant at any time.

We may offer to contact unsuccessful applicants within a period of six months following the application if another suitable vacancy arises. Information is only used in this way with the express consent of applicants, which may be withdrawn at any time.

If we wish to process your personal data for a new purpose we will inform you of any additional processing, and seek your consent where required.

Information from your application form and from the shortlisting and selection process will be stored in a paper-based file, in electronic records within our HR system and in other IT systems, including email.

A copy of your application form and all other personal data collected during the recruitment and selection process will be held as follows:

- For successful applicants this will be transferred to a personnel file where it will be held securely. You will be given a workforce privacy notice upon appointment which will explain how we will hold and process your data as an employee.
- For unsuccessful applicants, securely for a period of six months.

Your information will be shared with school staff with a recruitment responsibility. This will include members of our HR and administrative staff, those responsible for shortlisting and interviewing and managers within the relevant area of work or department. Equality monitoring information is separated from the application form upon receipt and is not shared with those responsible for shortlisting and interviewing.

We do not share information about job applicants with anyone without consent unless the law and our policies allow us to do so.

We will not share your data with third parties unless until an offer of employment is made to you. At that stage, your data will be shared to fulfil our legal and contractual requirements, obtain or provide necessary information or because the third party processes data on our behalf. These third parties include:

- The Disclosure and Barring Service in order to undertake a criminal record check
- Suppliers and consultants that provide us with a service, such as occupational health, HR or legal services
- Relevant professional bodies in order to verify your qualifications (such as the Teaching Regulation Agency for teaching posts).

When we appoint third parties to process data on our behalf, the third party is also required to process the data lawfully and fairly and in a manner that ensures appropriate security of the data, using appropriate technical or organisational measures to protect against unauthorised or unlawful processing and accidental loss.

We do not transfer your data to countries outside the European Economic Area.

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 data protection officer (details at the beginning of this document).

You also have the right to:

- restrict processing of your data in certain circumstances;
- prevent processing for the purpose of direct marketing;
- object to decisions being taken by automated means;
- object to the processing of your data where we are relying on our legitimate interests as the lawful basis for processing;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of data protection legislation.

If you would like to discuss anything above, please contact Lauren Drake, the School Business manager, by email [info@orleans.richmond.sch.uk](mailto:info@orleans.richmond.sch.uk) or by phone 0208 892 1654. Orleans Primary School reserves the right to verify the requesters identification by asking for Photo ID, if this proves insufficient then further ID may be required.

If you would like to make a request, please contact Orleans Primary School

- [info@orleans.richmond.sch.uk](mailto:info@orleans.richmond.sch.uk)

- 02088921654
- Lauren Drake, School Business Manager, Orleans Primary School, Twickenham, TW1 3EN

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

The school reserves the right to request ID verification following requests.

### **Complaints**

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer, **David Coy** (contactable on david.coy@london.anglican.org, 07903 506531).

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer, **David Coy** (contactable on david.coy@london.anglican.org, 07903 506531).