



# Horningsham Primary School

Church Street, Horningsham, Nr WARMINSTER, Wiltshire, BA12 7L

Headteacher: Miss Carole Andrews

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## Privacy Notice for Job Applicants

The Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR) gives individuals the right to be informed about how the 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 we employ, or otherwise engage, to work at our school.

Horningsham Primary School governing body is the 'data controller' for the purposes of data protection law.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored, and used. A copy of which can be found on our [website here](#).

### 1 THE PERSONAL DATA WE HOLD

1.1 We process data relating to those applying to work at our school. 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
- Image capturing via CCTV.

1.2 We may also collect, store, and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Disability and access requirements

### 2 WHY WE USE THIS DATA

2.1 The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

### **3 OUR LAWFUL BASIS FOR USING THIS DATA**

3.1 We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- To complete any contract, we may have with you.

3.2 Less commonly, we may also use personal information about you where;

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

3.3 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 go about withdrawing consent if you wish to do so.

3.4 Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

### **4 COLLECTING THIS INFORMATION**

4.1 While most of the information we collect from you is mandatory, there is some information that you can choose whether to provide to us.

4.2 Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

### **5 HOW WE STORE THIS DATA**

5.1 Personal data is stored in line with our UK GDPR Policy. In accordance with the UK GDPR, the school does not store personal data indefinitely. When it is no longer required, we will delete your information in accordance with our record retention policy.

### **6 DATA SHARING**

6.1 We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

6.2 Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support

- Professional advisers and consultants
- Employment and recruitment agencies

## **7 TRANSFERRING DATA INTERNATIONALLY**

7.1 Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **8 HOW TO ACCESS THE PERSONAL INFORMATION WE HOLD ABOUT YOU**

8.1 Individuals have a right to make a 'Subject Access Request' to gain access to personal information that the school holds about them. Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the school office or our data protection officer.

8.2 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

8.3 You are entitled to submit subject access requests all year round, but please bear in mind that it may be necessary for us to extend the response period when requests are submitted over the school holidays. This is in accordance with article 12(3) of the UK GDPR and will be the case where the request is complex – for example, where we need multiple staff to collect the data.

8.4 If you have a concern about the way we are collecting or using your personal data, we request 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/>

## **9 CONTACT US**

9.1 If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our school office on 01985 844342 or our **data protection officer**: Jeremy Shatford Email: [dpo@jeremyshatford.co.uk](mailto:dpo@jeremyshatford.co.uk).

9.2 This notice is based on the [Department for Education's model privacy notice](#), amended to reflect the way we use data in this school.

Updated: 1<sup>st</sup> September 2021