



## **Privacy notice for Prospective Employees**

This privacy notice is about how we use information about you and what we do with it. We call this information about you 'personal data' or 'personal information'.

### **What information we collect and process**

The organisation 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.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

### **Why do we collect and use your information?**

The Trust 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 the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may use your data to inform the development of recruitment and retention policies.

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- To fulfil our legal obligation regarding rights to work in the UK.
- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

The organisation will not use your data for any purpose other than the recruitment for the post which you have applied unless consent has been received from you.

### **How we collect your information**

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

The Trust will also collect personal data about you from third parties, such as references supplied by former employers, pre-employment medical checks, information from employment background check providers including information from criminal records checks. The Trust will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so.

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).

## How we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

We only keep your information for as long as we need it or for as long as we are required to by law. Full details are given in our **Retention Policy** which is available on the WLT website.

## Who we share your information with and why

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, interviewers involved in the recruitment process, managers in the department with a vacancy. The Trust will not share your data with third parties, unless your application for employment is successful and you are made an offer of employment.

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

## Test and Trace:

Schools have a legal duty to protect and promote the welfare of pupils and a duty of care to staff. Schools are therefore under a legal obligation to share data on request from NHS test and trace workers. The information we will share will likely be contact details if a case or suspected case of Coronavirus arises in our school. Please be assured that we will keep a record of information that we share. Any information collected solely for the use of Test and Trace will be retained for 21 days and then securely deleted.

## You have rights

You have specific rights to the processing of your data, these are the right to:

- Ask for access to your personal information.
- Ask for rectification of the information we hold about you if it is inaccurate or incomplete.
- Ask for erasure of information about you although we may have good reason to object to this.
- Ask for processing of your personal data to be restricted.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Ask for us to transfer your information to another organisation.
- Object to us processing your information.

There is more information in our **Data Protection Policy** which is available on the WLT website. If you want to use your rights, for example, by requesting a copy of the information which we hold about you, please contact the Data Protection Officer ([DPOfficer@glenthorne.sutton.sch.uk](mailto:DPOfficer@glenthorne.sutton.sch.uk))

If at any time you are not happy with how we are processing your personal information, then you may raise the issue with the Data Protection Officer.

If you are not happy the outcome, you may raise a complaint with the Information Commissioner's Office: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF. Tel: 0303 123 1113 (local rate) or 01625 545745 if you prefer to use a national rate number.