



## **Privacy Notice for Recruitment**

We use the data to screen candidates and judge suitability to proceed to interview.

As part of your application to join us, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their “personal data”. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual’s personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual’s personal data is known as “processing”.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

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

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and

Any information that we obtain from you is done under a legitimate interest and is used for recruitment purposes only.

We will only collect information that we need. If we need to ask for additional information as part of the recruitment process this will either fall under a legitimate interest or we will request for your consent to collect it.

### **What information do we process during your application process?**

Up to but not including shortlisting stage:

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision:

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- information regarding your criminal record;
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, we will check the Teachers Regulation Agency/TRA about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts);\* and
- equal opportunities' monitoring data.
- Information obtained as part of an online search that forms part of our due diligence.

Following an offer:

- medical check to indicate fitness to work;\*
- verification of overseas qualifications
- overseas police checks

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

We process personal data throughout the application on different legal bases.

### **Contract**

Processing your data is necessary to move your application forward before signing a contract of work. This concerns employment or pre-employment checks.

### **Legal obligation**

The law requires the School to check that candidates are entitled to work in the UK.

### **Public task**

When we carry out vetting for some roles, we have to process personal data to perform a task that's in the public interest or in the exercise of our official authority.

### **Processing criminal convictions and sensitive information**

We collect, use and hold sensitive information such as criminal convictions on the lawful bases of contract, legal obligation and public task.

The School is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract. You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be made available to you.

We process this information under the Data Protection Act 1998, and according to guidance published by the Information Commissioner's Office and the Department for Education. Under Article 6 of the GDPR, which came into effect from 25 May 2018, the lawful basis for collecting and processing this information will be legitimate interest.

## **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), TRA and the Home Office, during the recruitment process.

We also carry out an online search via Google to include the most prominent social media and networking sites.

## **Storing this information**

We keep the information that you send to us in both electronic and printed format. We retain all candidate information, where an offer of employment has not been made, for six months. If we wish to retain this information for longer than this, we will contact you to ask for your consent to keep it, the reason why and how long we will keep it for.

Personal information that is no longer needed, or has become inaccurate or out of date, is disposed of securely. For example, we will shred or incinerate paper-based records, and override or delete electronic files. We may also use an outside company to safely dispose of electronic records.

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

We may share this information with:

- Hiring managers before and after the shortlisting process.
- Members of the School's Governing Body when they form part of the selection panel.

## **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: The Bursar - 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**

### **Concerns**

If an individual has any concerns about how we are using their personal data then we ask that they contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:  
The Data Protection Officer, Bursar at [Bursar@ackworthschool.com](mailto:Bursar@ackworthschool.com)