



Privacy Notice Job Applicants



Information collected during the recruitment process that we retain during your employment including proof of right to work in the UK, information entered on the application form, CV, qualifications;
Details of your employment history including job titles, salary and working hours;
Information regarding your criminal record as required by law to enable you to work with children;
Details of your referees and references;
Details collected through any pre-employment checks including online searches for data;

We may also collect, store and use the following more sensitive types of personal information:

Information about your race or ethnicity, religious beliefs, sexual orientation, and political opinions.
Information about your health, including any medical condition and sickness records.
Information about criminal convictions and offences.

After the shortlisting and interview stage, in order to make a final decision on recruitment, we may collect further information including criminal record information, references, information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies, the Home Office and from the DBS.

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

Where we need to take steps to enter into a contract with you;
Where we need to comply with a legal obligation (such as health and safety legislation, under statutory codes of practice and employment protection legislation);
Where it is needed in the public interest or for official purposes;
Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests.

Where you have provided your consent for us to process your personal data.

Generally, the purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure

We may need to share your data with third parties, including third party service providers where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following: -

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency);

- Referees;

- Other schools;

- DBS; and

- Recruitment and supply agencies.

- Other schools within the Trust.

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. M

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Under certain circumstances, by law you have the right to:

Access your personal information (commonly known as a “subject access request”). This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

Correction of the personal information we hold about you. This enables you to have any inaccurate information we hold about you corrected.

Erasure of your personal information. You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.

Restriction of processing your personal information. You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.

To object to processing in certain circumstances (for example for direct marketing purposes).

To transfer your personal information to another party.

If you want to exercise any of the above rights, please contact the school in writing.

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights).

In the limited circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the school office. Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

We hope that the school can resolve any query you raise about our use of your information in the first instance.

We have appointed a data protection officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how we handle your personal information which cannot be resolved by the school, then you can contact the DPO on the details below: -

Data Protection Officer: Judicium Consulting Limited
Address: 72 Cannon Street, London, EC4N 6AE
Email: dataservices@judicium.com
Web: www