



BURGESS HILL
— GIRLS —

PRIVACY NOTICE FOR CANDIDATES	GDPR 5
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Responsible for Initiating Review of Policy	Graham Bond
Committee to Review	SLT
Last Review Date	May 2018
Review Period	3 Years
Approved by (Committee and Date)	SLT May 2018
Approved by Board of Governors	
Effective Date of Policy	May 2018
Next Review Date	May 2021
Related Policies	

Introduction

This privacy notice explains how we use personal information about you obtained during the recruitment process. This information is commonly referred to as "personal data". It applies to current and former employees, workers, contractors and volunteers.

If you become an employee, there is a separate privacy notice which provides information on what personal data we collect from employees, workers, contractors and volunteers and how we use it.

What is personal data?

The term "personal data" means any information about you from which you can be identified. Personal data that is more sensitive is referred to as "special categories of personal data" because it includes details about race or ethnicity, religious or philosophical beliefs, sex life, sexual orientation, details of criminal convictions, political opinions, trade union membership, information about health and well-being.

Who is responsible for your personal data?

Burgess Hill School for Girls is a "data controller" and this means that we are responsible for deciding how we hold and use your personal data. Our contact details are at the end of this notice.

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal data, please contact the DPO whose details can be found at the end of this notice.

What does that law say about how we use personal data?

The law requires that personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way;
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes;
- Relevant to the purposes we have told you about and limited only to those purposes;
- Accurate and kept up to date;
- Kept only as long as necessary for the purposes we have told you about; and
- Kept securely.

Information we hold about you as part of the recruitment process

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae (where provided) and covering letter;
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history and qualifications;
- Any information you provide to us during an interview to include evidence of ID and qualifications as required to meet regulatory requirements; and/or
- The outcomes from any tasks or activities carried out as part of the recruitment process.

How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate;
- In the case of Teacher Supply candidates from a Supply agency; CV, DBS information and confirmation that all relevant pre-employment checks have been carried out;
- Disclosure and Barring Service in respect of criminal convictions; and/or
- Your named referees, from whom we collect confirmation of dates of employment, reasons for leaving, details of any safeguarding concerns and any disciplinary action, as well as the referees' recommendations on suitability for the role in question to inform the selection process.

How we will use information about you

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work/role;
- Carry out reference checks, to inform the selection process and comply with regulatory requirements;
- Communicate with you about the recruitment process;
- Keep records related to our recruitment processes;
- Comply with legal or regulatory requirements;

We collect, hold and process your personal data because It is in our legitimate interests to do so to decide whether to appoint you to role you have applied for. We may also need to process your personal information to decide whether to enter into a contract of employment with you.

Having received your application form, with CV (where supplied) and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. References are sought prior to interview to inform the recruitment and interviewing process. If we decide to offer you the role, we will then carry out an enhanced criminal record check for working with the Children Workforce via the Disclosure and Barring Service, request any final references not received prior to interview, ask you to declare details of your medical fitness for the role and collect bank details information for payroll purposes.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history and reference details), we will not be able to take your application further.

How we use particularly sensitive personal information

At the recruitment stage, we may collect information about any disabilities with a view to assessing their effect on your ability to perform the role you have applied for and to decide whether any reasonable adjustments will be necessary.

Information about criminal convictions

As you will be working in close contact with children and young people if appointed, we are required to carry out criminal record checks prior to any offer of work being made.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

We will only share your personal information with the following third parties for the purposes of processing your application:

- Disclosure & Barring Service via the Umbrella Body called Atlantic Data Ltd.

All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place measures to protect the security of your information and procedures to deal with any suspected data security breach. Details of these measures are available upon request. We will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

We will retain your personal information for a period of Six months after we have communicated to you our decision about whether to appoint you to the role you have applied for. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy OR applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

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

- Request access to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.
- If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Human Resources Manager in writing.

Right to withdraw consent

When you applied for this role, you provided consent on the date you submitted your application form or CV to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact The Human Resources Manager. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

Complaints

If you have any questions about this privacy notice or how we handle your personal information, please contact our data protection contact. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

By email: Please complete the form at <https://ico.org.uk/global/contact-us/email/>
By phone: 0303 123 1113
By post: Information Commissioner's Office
Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF

Changes to this privacy notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

Our details

Company Name: Burgess Hill School for Girls
Company
Registered Address: Keymer Road
Burgess Hill
West Sussex
RH15 0EG
Company Number: 00289787
Telephone: 01444 241050
Email: Graham.bond@burgesshillgirls.com
Name of DPO: Graham Bond
Address: As above
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