

# Privacy Notice

for

## Job Applicants

**Data controller:** Prospect School, Reading

**Data protection officer:** Satswana Limited

As part of any recruitment process, the school collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### What information does the school collect?

The school 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, including benefit entitlements;
- whether or not you have a disability for which the school/trusts/trusts needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The school may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The school may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The school will seek information from third parties during the selection process (such as references) and prior to a job offer being made.

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).

### Why does the school process personal data?

The school needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The school 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 school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The school may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the administration and HR team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The school may then share your data with employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks and any third party HR or Payroll provider to enable contractual documentation to be produced and to pay you.

The school will not transfer your data outside the European Economic Area.

### **For how long does the school keep data?**

If your application for employment is unsuccessful, the school will hold your data on file for 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held is detailed in our Records Management Policy available on the staff shared drive. You will be provided to you in a new privacy notice.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and

- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Mrs C Brown, School Business Manager, Prospect School, Cockney Hill, Reading RG30 4EX (cbrown@prospect.reading.sch.uk).

If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all.