School Privacy Notice
How we use Job Applicant Information

Under General Data Protection Regulations (GDPR) we are obliged to inform you of the information we hold on you, including what we use it for, who we share it with, and for how long we keep it. This privacy notice (also known as a fair processing notice) aims to provide you with this information. It if, or any information linked to is unclear, please contact the school office, or the school's Data Protection Officer. Contact details for both are available at the end of this privacy notice.

We, **St Mary Magdalene CE Primary School** at ***Rowington Close, London W2 5TF*** are the Data Controller for the purposes of data protection law.

As a public body as we have appointed Grow Education Partners Ltd as its Data Protection Officer (DPO), the responsible contact is **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

1. **The categories of information that we collect, hold and share include but are not limited to:**
    - Personal information (such as name, address, national insurance number).
    - Contact details and preference (contact telephone numbers, email addresses, addresses)
    - Characteristics (such as ethnicity, religion, language, nationality, country of birth)
    - Details of your qualifications, skills, experience and employment history where required;
    - Information about your entitlement to work in the UK;
    - Information about your criminal record;
    - Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care (including the use of Occupational Health Services);
    - Photographs (for internal safeguarding & security purposes,
    - CCTV images

    We may also hold personal data about you from third parties, such as references supplied by former employers or service users, information provided during the completion of our pre-employment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

2. **Why we collect and use this information**
    The purpose of collecting and processing this data is to help us recruit staff and run the school efficiently, including but not limited to:

    - Fulfil our legal obligations; for example to check a successful applicants eligibility to work in the UK before employment starts
    - Ensure we have all the necessary information to enter into a contract with you.
    - Inform our operational procedures
    - To comply with the law regarding data sharing

3. **The lawful basis on which we use this information**
    Our lawful basis for collecting and processing staff information is defined under Article 6, and the following sub-paragraphs in the GDPR apply:

    - (a) Data subject gives consent for one or more specific purposes.
    - (b) To fulfil contractual obligations or to take steps in order to enter into a contract.
    - (c) Processing is necessary to comply with the legal obligations of the controller.

- (f) Processing is necessary for your legitimate interests or the legitimate interests of a third party.

Our lawful basis for collecting and processing your information is also further defined under Article 9, in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs in the GDPR apply:

- (a) The data subject has given explicit consent.
- (b) To fulfil contractual obligations or to take steps in order to enter into a contract.
- (c) It is necessary to fulfill the obligations of controller or of data subject.
- (d) Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- (h) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment

A full breakdown of the information we collect on Job Applicants can be found herein the record of data processing which can be requested from **Darren O'Brien, dobrien@st-mm.co.uk**.

Where we have obtained consent to use Job Applicant members personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent

4. Collecting Your Information

Whilst the majority of information you provide to us is mandatory our related to our mutual contractual obligation, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain your information to us or if you have a choice in this.

5. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to St Mary Magdalene CE Primary School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

6. Storing your data

We create and maintain filing system related to Job applicants. The information contained in these files is kept secure and is only used for purposes directly relevant to your deployment with us. Once your deployment with us has ended, we will retain this file and delete the information in it in accordance with our retention policy, which can be requested from **Darren O'Brien, dobrien@st-mm.co.uk**.

We have data protection policies and procedures in place, including strong organisational and technical measures, which are regularly reviewed. Further information can be found on our website.

7. Unsuccessful Candidates

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

If you agree to allow us to keep your personal data on file, we will hold your data on file for a further 6 months for consideration for future employment opportunities.

At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

You will be asked when you submit your CV whether you give us consent to hold your details for the full 12 months in order to be considered for other positions or not.

8. Who we share information with

We will not share your data with third parties unless your application for employment is successful and we offer employment. We will then share your data with;

- Former Employers – to obtain references.
- Employment background check providers- to obtain necessary background checks.
- Our auditors- to ensure our compliance with our legal obligations

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

9. Why we share your information

We do not share information about you with anyone without consent unless the law and our policies allow us to do so.

10. Data collection requirements:

Our data collection requirements all relate to the our legal and contractual obligations, for example contract clauses or the statutory 'Keeping Children Safe in Education Guidance'

11. Requesting access to your personal data and your Data Protection Rights

Under data protection legislation, you have the right to request access to information about you that we hold, through a Subject Access Request.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you or your child
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

St Mary Magdalene CE Primary School reserves to right to verify the requester's identification by asking for Photo ID, if this proves insufficient then further ID may be required.

If you would like to make a request, please contact **Darren O'Brien, dobrien@st-mm.co.uk**.

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

The school reserves the right to request ID verification following requests.

12. Complaints

We take any complaints about our collection and use of personal information very seriously.
If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer, **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer **John Pearson-Hicks - john.pearson-hicks@london.anglican.org**