



St Matthew's CofE Primary School Job Applicant Data Privacy Notice

Privacy Notice (How we use job applicants information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We are the data controller of personal information about you. We are St Matthew's CE Primary School, Duddeston Manor Road, Nechells, Birmingham B7 4JR. Our Data Protection Officer is Sharon French. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer via email dpo@st-matthews.bham.sch.uk or telephone 0121 359 1602. This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and the Data Protection Act 2018.

The categories of applicant information that we collect, process, hold and share include:

- Personal information (such as name, address, email, employee or teacher number, national insurance number)
- Copies of right to work documentation
- Special categories of data including characteristics information such as gender, age, ethnic group, marital status, religious beliefs and sexual orientation)
- Disability and access requirements
- Contract information (such as start dates, hours worked, post, roles and salary information)
- Work absence information (such as number of absences and reasons)
- Qualifications and employment records (such as work history, job titles, working hours, training records and professional memberships, Performance information and, where relevant, subjects taught)
- References
- CCTV images captured in school

We may also collect, process and hold personal information relating to school job applicants for the purposes of managing and operating the school.

Why we collect and use this information

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to.

Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing job applicants data

Personal data we collect as part of the job application process is stored in line with our data protection policy and the Information and Records Management Society's toolkit for schools (See below)

We hold school job applicants data for the periods specified in the Information and Records Management Society's Toolkit for School ([Click here to download a copy from our website](#))

Who we share this information with and why

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

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Data collection requirements

The DfE collects and processes personal data relating to those employed by schools (including Multi Academy Trusts) and local authorities that work in state funded schools (including all maintained schools, all academies and free schools and all special schools including Pupil Referral Units and Alternative Provision). All state funded schools are required to make a census submission because it is a statutory return under sections 113 and 114 of the Education Act 2005

To find out more about the data collection requirements placed on us by the Department for Education including the data that we share with them, go to <https://www.gov.uk/education/data-collection-and-censuses-for-schools>.

The department may share information about prospective school employees with third parties who promote the education or well-being of children or the effective deployment of school staff in England by:

- conducting research or analysis
- producing statistics
- providing information, advice or guidance

The department has robust processes in place to ensure that the confidentiality of personal data is maintained and there are stringent controls in place regarding access to it and its use. Decisions on whether DfE releases personal data to third parties are subject to a strict approval process and based on a detailed assessment of:

- who is requesting the data
- the purpose for which it is required
- the level and sensitivity of data requested; and
- the arrangements in place to securely store and handle the data

To be granted access to school job applicant information, organisations must comply with its strict terms and conditions covering the confidentiality and handling of the data, security arrangements and retention and use of the data.

For more information about the department's data sharing process, please visit: <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. You have the right to make a subject access request with respect to any personal data the school holds about you.

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

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

To make a request for your personal information, **please contact:**

St Matthew's Data Protection Officer at: dpo@st-matthews.bham.sch.uk

Your rights over your personal data

You have a number of rights over your personal information, which are:

- You should be informed about how the School uses your personal data.
- You can request that your personal data is amended if it is inaccurate or incomplete.
- You can request that your personal data is erased where there is no compelling reason for its continued processing.
- You can request that the processing of your data is restricted in certain circumstances.
- You can object to your personal data being processed in certain circumstances.
- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you have a concern about the way we are collecting or using your personal data, we request 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

If you would like to discuss anything in this privacy notice, please contact:

**Data Protection Officer at: dpo@st-matthews.bham.sch.uk or
Headteacher – Miss Sonia Thompson on 0121 359 1602**