

# Privacy Notice for Applicants

## How we use your information



As part of any recruitment process, we collect and process personal data relating to job applicants. The school is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### Who are we?

Stratford upon Avon School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Stratford upon Avon School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **Z2773057**

You can contact the school as the Data Controller in writing at:

Stratford upon Avon School, Alcester Road, Stratford upon Avon, CV37 9DH or [staff@stratfordschool.co.uk](mailto:staff@stratfordschool.co.uk)

### What is a Privacy Notice?

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about our staff and potential staff.

### What is Personal Information?

Personal Information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special Category' personal information relates to personal information revealing racial or ethnic origin, political opinions, religious or philosophical beliefs or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

### What personal information do we process about applicants?

The applicant information that the school collects, holds and shares personal information includes:

- Personal information such as name, date of birth, employee or teacher number and national insurance number.
- Special categories of data including characteristics such as gender, age, ethnicity, Trade Union information, sexual orientation.
- Details of your qualifications, skills, experience, employment history, professional memberships etc.
- Information about your current level of remuneration, including benefit entitlements.
- Any information you provide the recruitment process such as a CV or covering letter.
- Right to Work in the UK documentation and copies of any Passport, immigration or Visa documentation.
- Information provided to us by your referees.
- Information obtained from online searches inline with safer recruitment obligations
- Information about your fitness to undertake the duties of your post.
- Information about your health including any medical condition, health or sickness records.
- Information about criminal records including cautions, warnings and bind-overs.
- Information about being barred from working with children.
- Any information you provide to us during the selection process.

Where you have provided us with named referees on your application form we shall assume that they have given consent to being approached by us.

## **Why do we use personal information?**

We use applicant data to:

- Assess skills, qualifications and suitability for the role
- Carry out background checks
- Communicate with applicants about the process
- Keep records
- Comply with legal or regulatory requirements
- To ensure fitness for work (once a job offer has been made)

## **Collecting applicants' information**

Whilst the majority of information you provide to us is mandatory, 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 information to us or if you have a choice in this.

## **What are the legal reasons for us to process your personal information?**

We are required to process personal information in accordance with data protection legislation and only do so when the law allows us to. The lawful reasons for processing personal information are as follows:

### **1) To comply with the law**

We collect and use general purpose staff information in order to meet certain legal requirements and legal obligations placed upon the school by law. We are therefore required to process this personal information for such purposes even if you have not consented to us doing so e.g. Public Sector Equalities Duty

### **2) To protect someone's vital interests**

We are able to process personal information when there is an emergency and/or where a person's life is in danger e.g. medical information.

### **3) With the consent of the individual to whom that information 'belongs'**

Whilst much of the personal information processed is in accordance with a legal requirement, there is some personal information that we can only process when we have your consent to do so. In these circumstances, we will provide you with specific and explicit information regarding the reasons the data is being collected and how the data will be used e.g. biometric information.

### **4) To perform a public task**

It is a day-to-day function of the school to ensure that potential staff members receive the training and support they require. Much of this work is not set out directly in any legislation but it is deemed to be necessary in order to ensure that potential staff are properly supported and able to do their job.

### **5) To comply with a contract we may have with you or because you have asked us to take specific steps before entering into a contract**

We are able to process personal information in order to comply with the contract that we will have with you, if you are successful in the appointment.

## **Special category personal information**

In order to process 'special category' data, we must be able to demonstrate how the law allows us to do so. In addition to the lawful reasons above, we must also be satisfied that ONE of the following additional lawful reasons applies:

- 1) Explicit consent of the data subject.
- 2) Necessary for carrying out obligations and exercising specific rights in relation to employment and social security and social protection law.
- 3) Processing relates to personal data which is manifestly made public by the data subject.
- 4) Necessary for establishing, exercising or defending legal claims.
- 5) Necessary for reasons of substantial public interest.
- 6) Necessary for preventive or occupational medicine, or for reasons of public interest in the area of public health.
- 7) Necessary for archiving, historical research or statistical purposes in the public interest.

### **Who might we share your information with?**

We do not share information about our applicants unless the law and our policies allow us to do so (see Legal Reasons - note 1).

### **What do we do with your information?**

All personal information is held in a manner which is compliant with data protection legislation. Personal information is only processed for the purpose it was collected.

### **How long do we keep your information for?**

In retaining personal information, the school complies with the retention schedules provided by the Information Record Management Society. <http://irms.org.uk/page/SchoolsToolkit>

### **Transferring data internationally**

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.

### **What are your rights with respect of your personal information?**

Under data protection law, staff members have the right to request access to information about them that we hold. To make a request for your personal information, contact the School Data Protection Officer at Warwickshire Legal Services via email at [schooldpo@warwickshire.gov.uk](mailto:schooldpo@warwickshire.gov.uk) or alternatively;

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick  
CV34 4RL

### **\*\*Please ensure you specify which school your request relates to.**

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

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at:

<https://ico.org.uk/concerns/>

### **Review**

The content of this Privacy Notice will be reviewed in April 2024.