



## **Trimley St Martin Primary School** **Job Applicant Privacy Notice**

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 our data protection obligations.

### **Who We Are**

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

Trimley St Martin Primary School  
Kirtton Road  
Trimley St Martin  
Suffolk  
IP11 0QL  
Tel: 01394 448313

### **Our Data Protection Officer**

The school's data protection officer is:

Schools' Choice  
Beacon House  
Whitehouse Road  
Ipswich  
Suffolk  
IP1 5PB

Service Tel: 01473 260700  
Email: [data.protection@schoolschoice.org](mailto:data.protection@schoolschoice.org)

### **What Information Does the School Collect?**

The schools collect 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 needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

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

The schools 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. Safer recruitment practices are followed. 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 schools need 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 schools need to process data to ensure that it is complying with their legal obligations. For example, they are required to check a successful applicant's eligibility to work in the UK before employment starts.

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

The schools may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. They may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The schools process such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the schools are obliged to seek information about criminal convictions and offences. Where the schools seek this information, they do so because it is necessary for them to carry out their obligations and exercise specific rights in relation to employment. The school will not use your data for any purpose other than the recruitment exercise for which you have applied.

### **Who Has Access to Data?**

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

In line with Keeping Children Safe In Education, the schools will contact former employers to obtain references potentially prior to interview.

The school will then share your data with employment background check providers to obtain necessary background checks and Disclosure and Barring Service to obtain necessary criminal records checks.

There may be occasions where your data is transferred outside of the UK. Where this is necessary, this will be done so in accordance with data protection law, ensuring adequate safeguards are in place.

### **How Do the Schools Protect Data?**

The schools take the security of your data seriously. They have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. For example, paper records are kept in locked cabinets in a secure location, with access limited to SLT and office staff. Any electronic information taken off site is encrypted. Internal servers are regularly backed up using a remote system by Suffolk County Council (RBUSS). All staff computers within school are password protected. Any e-mail communication containing personal data will be sent using a secure, encrypted service.

### **For How Long Do the Schools Keep Data?**

If your application for employment is unsuccessful, the schools 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 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 the Headteacher at either school.

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

### **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.

### **Automated decision-making**

Recruitment decisions are not based solely on automated decision-making. Safer recruitment practices are followed and all supporting documents are held securely.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact the schools' data protection officer (see above).