twissgreen\_primary@sch.warrington.gov.uk

**Prospective Employee/Volunteer Privacy Notice –**

**how the school uses prospective employees’ information**



**Prospective Employee Privacy Notice – how the school uses prospective employees’ information**

**What categories of information are processed?**

The categories of personal information that we process include the following:

* Personal information – e.g. name, contact details, National Insurance number
* Characteristics information – e.g. gender, age, ethnic group
* Qualifications and, where relevant, the subjects taught
* Recruitment information – e.g. documentation relating to employment checks, references

This list is not exhaustive – to access the current list of information the school processes, please see the school’s [**Data Asset Register**](file:///C:\Users\catherine.henthorn\AppData\Local\Microsoft\Windows\Temporary%20Internet%20Files\Content.Outlook\Data%20Mapping\Data_Asset%20Register_draft%202021.xlsx) which can be found on the school’s website at www.twissgreen.net

**Why do we collect and use your information?**

We collect and use your information for the following reasons:

* **To facilitate safer recruitment**
* **To inform the development of recruitment and retention policies**

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

* **For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.**

**How do we collect your information?**

We collect your personal information via the following methods:

* **Application forms**
* **Questionnaires**

Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

**How do we store your information?**

We create and maintain a file for each vacancy. The information contained in this file is kept secure with limited access and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school’s **Records Management Policy**, which can be found [on the school website](http://www.twissgreen.net/website/policies_and_procedures/24945)

For more information about how we securely store your information, please see the school’s [**GDPR Data Protection Policy**](http://www.twissgreen.net/website/policies_and_procedures/24945).

**Who do we share your information with and why?**

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

Where it is legally required or necessary, we may share your information with the following:

* **Ofsted – to evidence the school’s recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.**

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

**What are your rights?**

You have specific rights to the processing of your data, these are the right to:

* Request access to the information we hold about you.
* Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
* Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
* Have your personal data rectified if it is inaccurate or incomplete.
* Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
* Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
* Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact the school’s Data Protection Officer (DPO), **Mrs Natalie Hughes at the school address**.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school’s **DPO** in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

**How to withdraw consent and lodge complaints**

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the **DPO**, **Mrs Natalie Hughes**, at the school address or by emailing [twissgreen\_primary@sch.warrington.gov.uk](mailto:twissgreen_primary@warrington.gov.uk)

**How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact the **DPO**, **Mrs Natalie Hughes** at the school address

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, [www.twissgreen.net](http://www.twissgreen.net/website/policies_and_procedures/24945), the Gov.UK [website](https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data), or download our **GDPR Data Protection Policy** and **Records Management Policy** found [**here**](http://www.twissgreen.net/website/policies_and_procedures/24945).

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**Declaration**

I **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (candidate name)**, declare that I understand:

* The categories of my personal information that the school collects and uses.
* The school has a lawful basis for collecting and using my personal information.
* The school may share my information with the stated organisations.
* The school does not share information about me with anyone without my consent, unless the law and the school’s policies allow them to do so.
* My information is retained in line with the school’s **Records Management Policy**.
* My rights to the processing of my personal information.

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| --- | --- |
| **Name:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Signature:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| **Date:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**For school use only**

**Date Privacy Notice last updaed: October 22**