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# Privacy Notice (Prospective employees’ information)

Penwortham Girls’ High School is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to prospective staff is to be processed.

Miss A Barnes is the Data Protection Officer. Her role is to oversee and monitor the school’s data protection procedures, and to ensure they are compliant with the General Data Protection Regulation (GDPR) and Data Protection Bill.

**What categories of information are processed?**

The categories of personal information that we process include, but is not limited to, the following:

* Personal information – e.g. name, contact details, National Insurance number
* Information included in your application form, CV or cover letter, such as employment history, academic background, skills and competencies, personal interests, languages spoken
* Names and contact details of referees. Please note that it is your responsibility to obtain consent from your referees prior to providing us personal information about them
* 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
* Evidence of your identity and your right to work in the UK

For safeguarding purposes, we may collect data directly from you or from third parties such as your referees and previous employers, to the extent this is permitted by the applicable law.

In accordance with Keeping Children Safe in Education 2022, we will also conduct an online search of publicly available information for all shortlisted candidates.

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

We collect and use your information for the following reasons:

* determining eligibility for employment
* To inform the development of recruitment and retention policies
* To facilitate safer recruitment
* To facilitate the contract of employment (successful applicants only)

On the 25th May 2018 the Data Protection Act 1998 was replaced by the General Data Protection Regulation (GDPR). The condition for processing under the GDPR is:

Article 6

1. Processing shall be lawful only if and to the extent that at least one of the following applies:

 (b) Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract

(c) processing is necessary for compliance with a legal obligation to which the controller is subject.

* For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task.

Article 9

1. Processing of personal data 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 shall be prohibited.
2. Paragraph 1 shall not apply if one of the following applies:

 (b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as is authorised by Union of Member State law or a collection agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

**How do we collect your information?**

We collect your personal information via the following methods:

* Application forms and covering letter
* Additional information provided by you (e.g. CV)
* References
* Online searches

Whilst the majority of information that you provide to 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 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 is currently for 12 months following the appointment of the successful applicant. For the successful applicant, the information is used to create their employee records and is held for the duration of employment, and then for 6 years following the termination of contract.

**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:

* The LA – to meet legal obligations to share certain information, e.g. safeguarding concerns
* Ofsted – to evidence the school’s recruitment process and equality of opportunity

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 the school holds about you.
* Object to the processing of your information 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.
* 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 Andrea Barnes, Data Protection Officer at the school. See below for contact details.

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

## Contact

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

**Miss A Barnes**

**Data Protection Officer**

**Penwortham Girls’ High School**

**Cop Lane**

**Penwortham**

**Preston**

**PR1 0SR**

**bursar@penworthamgirls.lancs.sch.uk**