

Privacy Notice for Job Applicants

INTRODUCTION

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 its data protection obligations.

Job applicants are encouraged to read this Privacy Notice and the School's Data Protection Policy and understand the School's obligations to collecting, storing and processing job applicants' personal and special category data.

This Privacy Notice applies alongside any other information the School may provide about a particular use of personal data, for example when collecting data via an online or paper form.

This **Privacy Notice** also applies in addition to the School's other relevant terms and conditions and policies, including:

- the School's Data Protection policy
- the School's Recruitment and Selection policy
- the School's Data Retention Policy

DEFINITIONS

In this Policy, the following definitions apply:

"Data Protection Legislation" means (i) the General Data Protection Regulation (EU) 2016/679 ("GDPR") and any national implementing laws, regulations and secondary legislation, as amended or updated from time to time, in the United Kingdom and (ii) any successor legislation to the GDPR.

"Data controller", "data subject", "personal data" and "processing" shall have the same meanings as in the Data Protection Legislation.

"Special categories of personal data" shall have the same meaning as in the Data Protection Legislation, namely personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, genetic data, biometric data, data concerning health or data concerning a person's sex life or sexual orientation.

ABOUT ST FAITH'S

Nature of Work: Independent School

Under current Data Protection Legislation, the School is a Data Controller.

ICO Registration Number: Z976867X

The contact details for the School are as follows:

St Faith's School
Trumpington Road
CAMBRIDGE
CB2 8AG

RESPONSIBILITY FOR DATA PROTECTION

The School has appointed Miss Amy Pearson, Operations Manager, as the School's Data Compliance Officer who will deal with all your requests and enquiries concerning the School's uses of your personal data and endeavour to ensure that all personal data is processed in compliance with this policy and current Data Protection Legislation.

The Data Compliance Officer can be contacted as follows:

Email: GDPR@stfaiths.co.uk

Telephone: 01223 229443

Address: St Faith's School, Trumpington Road, CAMBRIDGE CB2 8AG

WHAT INFORMATION DOES THE SCHOOL COLLECT?

The School collects a range of information about you. This includes:

- Your full name, date of birth, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Details about your hobbies and interests;
- Information about your current level of remuneration, including benefit entitlements;
- National Insurance details;
- Current salary details if applicable;
- Criminal record information;
- Contact details for referees;
- Whether or not you have a disability for which the School needs to make reasonable adjustments during the recruitment process; and
- Information about your nationality and entitlement to work in the UK.

The School may collect this information in a variety of ways. For example, personal 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 School 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.

The School will seek information from third parties only once a job offer has been made to you and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and in other IT systems (including the School's email system).

WHY DOES THE SCHOOL PROCESS PERSONAL DATA?

It is necessary for the School to process personal data in order to take steps at your request prior to entering into a contract with you. It will also need to process your personal data in order to enter into a contract with you if you are offered employment with the School.

In some cases, the School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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

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

For some roles, the School is obliged to seek information about criminal convictions and offences. Where the School seeks this information, it does so because it is necessary for compliance with its legal obligations. .

If your application is unsuccessful, the School may keep your personal data on file for up to six months in case there are future employment opportunities for which you may be suited. The School will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

WHO HAS ACCESS TO YOUR PERSONAL DATA?

Your personal data may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team and interviewers involved in the recruitment process.

The School will not share your data with third parties, unless your application for employment is successful and you are made an offer of employment. The School will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

TRANSFERRING INFORMATION TO OTHER COUNTRIES

We may send your information to countries which do not have the same level of protection for personal data as there is in the UK. For example, we may communicate with you by email during the recruitment process if you are making an overseas application. If this is the case, we will only transfer your personal data in this way because it is necessary for the implementation of pre-contractual measures, following your application for employment.

The European Commission has produced a list of countries which have adequate data protection rules. Please visit:

https://ec.europa.eu/info/law/law-topic/data-protection/data-transfers-outside-eu/adequacy-protection-personal-data-non-eu-countries_en

If the country that we are sending your personal data to is not on the list, or is not a country within the EEA (which means the European Union, Liechtenstein, Norway and Iceland), then it might not have the same level of protection for personal data as there is in the UK.

If you have any questions in relation to the transferring of data to other countries please contact the Data Compliance Officer.

HOW DOES THE SCHOOL PROTECT PERSONAL DATA?

The School takes the security of your personal data seriously. It has internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

AUTOMATED DECISION MAKING

Recruitment decisions are not based solely on automated decision making.

FOR HOW LONG DOES THE SCHOOL KEEP DATA?

If your application is unsuccessful, the School will keep your application form and any interview notes on file for up to 6 months in case there are future employment opportunities for which you may be suited; all other personal data provided in the recruitment process will be securely destroyed. Should you wish to have this information securely deleted sooner than this, please contact the School's Data Compliance Officer.

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 are detailed in the School's Data Retention Policy.

YOUR RIGHTS

As a data subject, you have a number of rights. In certain circumstances 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 School's Data Compliance Officer.

WHAT IF I 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.

QUERIES AND COMPLAINTS

Any comments or queries in relation to this policy or if you have a concern about the way we are collecting or using your personal data, we ask that you contact the School's Data Compliance Officer using the following contact details:

Email: GDPR@stfaiths.co.uk

Telephone: 01223 229443

Address: St Faith's School, Trumpington Road, CAMBRIDGE CB2 8AG

Alternatively, you can contact the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/> or on 0303 123 1113 although the ICO recommends that steps are taken to resolve the matter with the School before involving the regulator.

CHANGES

Any changes we make to this privacy notice in the future will be posted on the School's website and, where appropriate, notified to you by e-mail.