



PRIVACY NOTICE FOR JOB APPLICANTS

Introduction

As part of any recruitment process, the Leys School and St Faith's School (together forming part of The Leys and St Faith's Schools Foundation and referred to in this Privacy Notice as "the Schools") collect and process personal data relating to job applicants. The Schools are committed to being transparent about how they collect and use that data and to meeting their obligations under Data Protection Legislation (as defined below).

Job applicants are encouraged to read this Privacy Notice to understand how and why the Schools process your personal data. It also explains your rights in relation to your own personal data.

Definitions

In this Policy, the following definitions apply:

"Data Protection Legislation" means (i) the UK General Data Protection Regulation ("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"* and *"processing"* shall have the same meanings as in the Data Protection Legislation.

"Personal data" shall have the same meaning as in the Data Protection Legislation, namely information that we hold about you and which identifies you. This includes information such as your name, date of birth, nationality, address, next of kin, occupation, dietary and medical details, your photograph (including that processed by CCTV) and vehicle details for those authorised to use the Schools' car parks.

"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.

Who we are

Under Data Protection Legislation, the Schools are Data Controllers. The contact details for the Schools are as follows:

The Leys School, Trumpington Road, Cambridge, CB2 7AD
Person responsible for data protection: Miss Gabriella Cox, Compliance Officer
(compliance@theleys.net)
Telephone: 01223 791441

St Faith's School, Trumpington Road, Cambridge, CB2 8AG
Person responsible for data protection: Miss A Pearson (gdpr@stfaiths.co.uk)
Telephone: 01223 229417

If you have any comments, questions or concerns about the information in this Privacy Notice or your rights, please use the contact details listed above.

What personal data do the Schools process?

The Schools collect a range of personal data belonging to you. Below are some examples:

- 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;
- On occasion, information from your social media profiles;
- Whether or not you have a disability or medical condition 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
- Please note that during the Covid-19 pandemic, the School may record your temperature for the purpose of symptom checking and safeguarding the school community before you come on to site.

How do we collect and store your personal data?

The Schools may collect your personal data in a variety of ways. Examples include:

- Agencies
- Application forms
- Your CV
- Personal identity documents such as your passport and driving licence
- Forms of assessment including online tests
- Information collected at interview or other correspondence with you
- Third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

The Schools will obtain personal data from third parties, such as previous employers, 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 on other IT systems (including email).

The Schools' legal grounds for processing your personal data

In some cases, the Schools need to process personal data to ensure that they comply with their **legal obligations**. For example, they are required to check a successful applicant's eligibility to work in the UK and whether they have any criminal convictions 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 personal data from job applicants to **respond to and defend against legal claims**.

In some circumstances, the Schools may request **consent** from you to process your personal data. You may withdraw this consent at any time but please note that any use of your data made before you withdrew your consent may still be valid.

The Schools may process special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, to monitor recruitment statistics. They may also collect information about whether or not applicants are disabled or have a health condition, to be able to make reasonable adjustments. The Schools process such personal data to carry out their **employment law obligations**.

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 compliance with their legal obligations.

Who has access to your personal data?

The majority of your personal data collected will remain within the School to which you are applying and only be used by the people who are part of the recruitment process, such as the HR Department, your potential Line Manager and the Head, Bursar or Deputy Head.

The School will not share your personal 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 personal data with third parties such as 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.

We will only share your personal data with other people or organisations when we have a lawful reason to do so and where the Schools are assured that your data will be processed securely.

Transferring personal data outside the UK

We may send your personal data 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.

Where the country does not have the same level of protection for personal data as there is in the UK, we will endeavour to put reasonable safeguards in place.

Your Rights

Individuals have a number of rights under Data Protection Legislation which you can exercise in certain circumstances. These include:

- You have the right to be informed about our collection and use of your personal data;
- If the data we hold about you is incorrect, you can ask us to correct it;
- You can ask us to delete the personal data we hold on you;
- You can ask what personal data we hold about you and be provided with a copy;
- You can object to the School processing your personal data;
- You can ask the School to restrict the use of your personal data;

How do the Schools protect personal data and ensure its accuracy?

The Schools take the security of your personal data seriously. They have internal policies and controls in place to ensure that your personal data is not lost, accidentally destroyed, misused or disclosed, and is accessed only by those who need to know the information for the performance of their duties.

The Schools will endeavor to ensure that all personal data held in relation to an individual is up to date and accurate. Individuals must please notify the relevant HR department of any significant changes to information held about them.

How long do we keep your personal data for?

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 data securely deleted sooner than this, please contact the HR department of the School you applied for a role at.

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. You will be given the Privacy Notice for Staff for more information about the retention of your personal data in this instance.

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.

Automated decision making

Recruitment decisions are not based solely on automated decision-making.

This Privacy Notice

The Schools will update this Privacy Notice from time to time. Any substantial changes that affect your rights will be provided to you directly as far as is reasonably practicable.

Queries or Complaints

If you feel that either School has not acted properly when using your personal information, you can contact them using the contact details provided above. Alternatively, if you are still not satisfied with the way the School has handled your personal data, you can contact the Information Commissioner's Office on 0303 123 1113. For more information please see <https://ico.org.uk/concerns/>.