

Appendix 12 : Privacy Notice (Job Applicants)

Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the School uses any personal data the School hold about them. The School comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where the School are processing their personal data.

This privacy notice explains how the School collect, store and use personal data about individuals applying for jobs at the school.

The School, Audenshaw School, Hazel street, Manchester. M34 5NB are the 'data controller' for the purposes of data protection law.

The data protection officer is Mrs S Monks (see 'Contact us' below).

Successful candidates should refer to the privacy notice for the school workforce for information about how their personal data is collected, stored and used, this will be issued as part of the induction pack.

The personal data the School hold

The School process data relating to those applying to work at the school. Personal data that the School may collect, use, store and share (when appropriate) includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

The School may also collect, store and use information that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why the School use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of the safeguarding obligations towards students.
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

The lawful basis for using this data

The School only collect and use personal information when the law allows us to. Most commonly, the School use it where the need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, the School may also use personal information where:

- Consent is given to be used in a certain way
- The School need to protect vital interests (or someone else's interests)

Where consent has been given for data to be used, this can be withdrawn at any time. The School will make this clear when requesting consent and explain how consent can be withdrawn if required

Some of the reasons listed above for collecting and using personal information will overlap, and there may be several grounds which justify the use of a person's data.

Collecting this information

While the majority of the information the School collect is mandatory, there is some information that can be chosen whether or not to provide to us.

Whenever the School seek to collect information, it will make it clear whether this must be provided (and if so what the possible consequences are of not complying), or if there is a choice.

How the School store this data

Personal data the School collect as part of the job application process is stored in line with the Data Protection Policy.

When it is no longer required, the School will delete the information in accordance with the [Information and Records Management Society's toolkit for schools](#) (see page 42).

Data sharing

The School do not share information with any third party without consent unless the law and the policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) the School may share personal information with:

- Suppliers and service providers – to enable them to provide the service the School have contracted them for, such as HR and recruitment support. The School will ensure all providers are GDPR compliant.
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Where the School transfer personal data to a country or territory outside the European Economic Area, the School will do so in accordance with data protection law.

Your rights

How to access the personal information the School hold about individuals

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If a subject access request is made, and if the School do hold information, the School will:

- Give a description of it
- Explain why the School are holding and processing it, and how long this will be kept for
- Explain where the School got it from, if not from the individual
- Explain who it has been, or will be, shared with
- Explain whether any automated decision-making is being applied to the data, and any consequences of this
- Supply a copy of the information in an intelligible form

There is also a right for an individual's personal information to be transmitted electronically to another organisation in certain circumstances.

If a request is to be made please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent the data being used to send direct marketing
- Object to the use of personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing

- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact the data protection officer.

Complaints

The School take any complaints about the collection and use of personal information very seriously.

If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about the data processing, please raise this with the School in the first instance.

To make a complaint, please contact the data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the data protection officer:

- Mrs S Monks
- 0161 336 2133
- monkss@audenshawschool.org.uk