



Bealings Primary School

GDPR Privacy Notice to Potential Applicants
October 2020

Privacy Notice (How we use potential applicants information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data. This privacy notice explains how we collect, store and use personal data about potential applicants.

We, Bealings School, are the 'data controller' for the purposes of data protection law. Our data protection officer is Tracey Riches (see 'Contact us' below).

The personal data we hold

The categories of your information that we may collect, process, hold and share (when appropriate) about you include, but are not restricted to:

- personal information (such as name, date of birth, address and home contact details including email and telephone, marital status)
- special categories of data including characteristics information such as gender, ethnic group, religious beliefs (not compulsory)
- contract information (such as employee or teacher number, start dates, hours worked, post, roles and salary information)
- National Insurance number
- employment history including start and end dates, references
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant health and medical information including disability
- next of kin and emergency contacts
- details of any disciplinary or grievance procedures in which you have been involved (including any warnings issued)
- assessment of your performance information including appraisals, professional development reviews

The school may collect this information in a variety of ways for example data might be collected through application forms or CV's; obtained from your passport or other identifying documents such as your driving license; from forms completed by you at the start of or during your employment; from correspondence with you; through interviews, meetings or other assessments. In some cases the school may collect personal data about you from third parties such as references supplied by former employers, information from employment background checks and criminal record checks permitted by law.



Why we collect and use this information

We use the data to:

- enable the development of a comprehensive picture of your suitability for the role

The lawful basis on which we process this information

We collect and use your data when the law allows us to. Most commonly, we process it where it is necessary for:

- the performance of a contract or to enter into a contract
- compliance with a legal obligation
- the legitimate interests of the school
- to carry out obligations or exercise rights under employment law
- the individual who the data is about has given personal consent
- to protect an individual's vital interests (this applies only in cases of life or death)
- administering justice or for exercising statutory governmental or other public functions

Less commonly, we may also use personal information about you where it is necessary for:

- health/medical safeguards
- monitoring equal opportunities and the rights of individuals

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain previous workforce information to us or if you have a choice in this.

When should this information be provided

We expect to be in receipt of your data on applying for a job with our school. Further data may be required if you are successful. If you do not provide data relevant to statutory or contractual obligations we cannot consider your application.

Automated decision making

Employment decisions are not based on automated decision making.

Storing this information

We hold your data for six months following the interview, data after this time will be destroyed with accordance with our Data Protection Policy.



Who we share this information with

We will share this information with the senior leadership team and relevant governors involved in recruitment.

Why we share school workforce information

We share your data in order to inform recruitment decisions (including shortlisting)

Requesting access to your personal data

Individuals have a right to make a 'subject access request' to request a copy of the personal information that we hold about them. To help individuals exercise this right we provide a form on our website. Hard copies of the form can be requested from the school reception. We ask that SARs are made using the form so that we can ensure that we provide the information requested however subject access requests can also be made verbally or by letter or email.

You also have the right to:

- object to processing of personal data 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
- claim compensation for damages caused by breach of the Data Protection regulations
- object to the processing of your data where the school is relying on its legitimate interests as the legal grounds for processing

We take any complaints about our collection and use of personal information very seriously.

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

To make a complaint, please contact our 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 would like to discuss anything in this privacy notice, please contact:

Data Controller: Bealings School, Sandy Lane, Little Bealings, Woodbridge, IP13 6LW
Tel: 01473 622376, Email: admin@bealings.suffolk.sch.uk

Data Protection Officer: Tracey Riches Tel: 07961 856389
Email: tracey.riches@clear7.co.uk