

Button Lane Primary School



Privacy Notice – Job Applicants

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Button Lane Primary School

A: Button Lane, Manchester, M23 0ND

T: 0161 945 1965 | E: admin@buttonlane.manchester.sch.uk

Introduction

As an employer, Button Lane Primary School is required to process personal data about you in order to meet its contractual, statutory and administrative obligations. The school is committed to ensuring that the personal data of our employees is handled in accordance with the UK General Data Protection Legislation (UK-GDPR) and Data Protection Act.

This privacy notice outlines the type of data that we collect about you, why we need to collect it and how it will be processed when you apply for a job at our school.

Data Controller

Button Lane Primary School is the Data Controller for the personal data that we process, this means that we are responsible for that data and make decisions on how it is processed.

Data Protection Officer (DPO)

The school has appointed a DPO to oversee and monitor data protection procedures and ensure the school is compliant with the UK General Data Protection Regulation and Data Protection Act. Our DPO is Danielle Eadie of RADCaT Ltd who works alongside Mrs Cooke, School Business Manager (SBM). Any queries regarding data protection should be directed to the school office in the first instance using the following details:

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The personal information we collect

The school collect the following information throughout the application and recruitment process:

- Personal identifiers including full name, address and contact details (including any former names and recent addresses)
- National insurance number
- DBS No and date of check
- Criminal, child protection and barring service checks
- Current and past employment details
- Evidence of right to work in the UK
- Education, qualifications and training details
- Interests and hobbies
- Reference details

Special category data

The school is required by law to treat certain categories of personal data with more care than usual, this is referred to as special category data and concerns personal information that is sensitive in nature. The school may process the following categories of personal data during the recruitment process:

- Racial and ethnic origin
- Religious or philosophical beliefs
- Health data (if your application is successful and you have health requirements the school may need to be aware of to support you in your role)
- Gender

How we get the personal information and why we have it

Most of the personal information we process is provided directly by you upon your application and the interview process; we also collect your information indirectly from third parties including previous employers, local authorities and government bodies such as HMRC when performing pre-employment checks.

We use your personal information:

- To assess whether you meet the criteria for the respective role
- To meet our legal and statutory obligations
- To fulfil any future employment contract with you
- To ensure the safety, health and well-being of those in the school community

Whilst the majority of information that you provide is mandatory, some is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information or if there is a choice not to.

Sharing your personal data

In some circumstances, we are legally obliged to share or process your personal data with authorities and other third parties. During the recruitment process, the sharing and processing of your personal data will typically be to check your eligibility for the role in which you are applying for and includes:

- The Local Authority
- The Department for Education
- Education and Skills Funding Agencies
- Department for Work and Pensions
- HMRC
- Government Portals including Qualified Teacher Status and Right to Work Checks
- DBS check provider
- Previous employers in order to obtain references
- Occupational Health

Transferring data outside of the UK

Where we transfer personal data to a country or territory outside of the UK, we will do so in accordance with data protection laws.

Lawful bases for processing

Under the UK General Data Protection Regulation, the school must have a lawful basis from article 6 to process each category of personal data. We rely on the following lawful bases for processing your personal data:

- You have provided consent
- We have a contractual obligation
- We have a legal obligation
- We need it to perform a public task
- We have a legitimate interest

When processing special categories of personal data, the school must apply an additional lawful basis from Article 9 of the UK-GDPR. Throughout the recruitment process, the school rely upon the following:

- You have given explicit consent to the processing
- It is necessary to your / our rights and obligations concerning employment, social security and social protection law
- It is necessary in the establishment, exercise, or defence of legal claims.
- It is necessary for reasons of substantial public interest

In situations where we have used consent as the lawful bases for processing your data, your consent can be withdrawn at any time by contacting the school office on:

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How we store your personal data

Physical copies containing your personal data such as your application and interview notes and forms will be kept securely in a locked cabinet with access strictly limited to the Headteacher. Similarly, any electronically stored data will have access controls and contain password protection.

In line with the UK-GDPR, we will only process your personal data for as long as necessary to fulfil the purposes outlined above. Our records management policy and retention schedule provide a full outline of how long we are likely to process your personal data. As a rule of thumb, unsuccessful applications will be retained for a period of 6months, and successful applications will be transferred to a new staff personnel file.

Your data protection rights

Under the UK-GDPR, you have a right to access the personal data that we hold about you through a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it
- Explain why we are processing it and how long we will hold it
- Explain where we collected the data if not from you
- Outline if the data has been or will be shared with any other parties
- Inform you if any automated decision making has been applied to the data and provide any consequences of this
- Provide you with a copy of the data in an intelligible form.

Along with the right to access your personal data, you also have the following rights under the UK-GDPR:

- The right to ask us to rectify any personal information you feel is inaccurate or incomplete
- The right to ask us to erase your personal data in certain circumstances
- The right to ask us to restrict the processing of your personal data in circumstances
- The right to object to the processing of your personal data in certain circumstances
- The right to ask us to transfer the personal data you provided to another organisation in certain circumstances.

You will not be required to pay any fee for exercising your rights; if you make a request the school will respond within one calendar month. Please contact us if you wish to make a request.

Complaints

If you have any concerns at all about how we process your personal data, please contact us in the first instance so that we can help resolve any issues:

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You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data:

Information Commissioners Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline: 0303 123 1113

Website: <https://www.ico.org.uk>