

PRIVACY NOTICE FOR JOB APPLICANTS

Issue Date:	July 2018
Review Date:	This policy will be reviewed and revised by the administration team on a biennial basis.
Endorsement:	Full endorsement to this policy is given by:
Name:	Thais Bishop
Position:	Brighton Waldorf School Trustee
Signed:	
Review Date:	14 th July 2018

Privacy Notice for Job Applicants

This notice explains what personal data (information) we hold about you, how we collect, how we use and may share information about you. We are required to give you this information under data protection law.

Brighton Waldorf School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the General Data Protection Regulation which applies across the European Union (including in the United Kingdom) and we are responsible as 'data controller' of that personal information for the purposes of those laws.

The Personal Information we collect and use

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information (such as name, employee or teacher number, national insurance number)
- More sensitive special categories of data including characteristics information such as gender, age, ethnic group, religious beliefs
- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
- Recruitment information, including copies of right to work documentation, references and other information included in an application form or cover letter or as part of the application process
- Personal contact information (such as address, phone numbers and e mails)
- Outcomes of any disciplinary and/or grievance procedures
- Teacher status regarding Prohibition from Teaching
- DBS Check Status
- Specific disability information and related access requirements
- Personal information applicable to the Disqualification under the Childcare Act 2006- Self-

Declaration

How we use your personal information

We use your personal information to:

- Enable us to establish relevant experience and qualifications
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Ensure that appropriate access arrangements can be provided for candidates that require them
- Inform the development of recruitment and retention policies

How long your personal data will be kept

We will hold your personal information in accordance with School personnel retention record keeping guidelines (available on the School Website)

The lawful basis on which we process your personal information

We process this information under:

- **Article 6(1)(c)** processing is necessary for compliance with a legal obligation

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Reasons we can collect and use your personal information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Who we share your personal information with

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

- Employment and Recruitment Agencies used in an appointment process
- Professional Advisors and Consultants used in conjunction with an appointment process

We will share personal information with law enforcement or other authorities if required by applicable law.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

Transferring data internationally

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

Your Rights

Under the GDPR you have rights which you can exercise free of charge which allow you to:

- Know what we are doing with your information and why we are doing it
- Ask to see what information we hold about you (**Subject Access Requests**)
- Ask us to correct any mistakes in the information we hold about you
- Object to direct marketing
- Make a complaint to the Information Commissioners Office
- Withdraw consent (if applicable)

Depending on our reason for using your information you may also be entitled to:

- Ask us to delete information we hold about you
- Have your information transferred electronically to yourself or to another organisation
- Object to decisions being made that significantly affect you
- Object to how we are using your information
- Stop us using your information in certain ways

We will always seek to comply with your request however we may be required to hold or use your information to comply with legal duties. Please note: your request may delay or prevent us delivering a service to you.

For further information about your rights, including the circumstances in which they apply, see the guidance from the UK Information Commissioners Office (ICO) on individuals' rights under the General Data Protection Regulation.

Complaints

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 via the School Office (see Contacts section). Where appropriate, we will forward this to 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

Who to Contact and Where to go for Further Information

To exercise any of your rights, or if you have a complaint about why your information has been collected, how it has been used or how long we have kept it for, please contact:

Data Protection Officer:

The appointed Data Protection Officer for Brighton Waldorf School is the School Director:

Phone: 01273 386300

School Contacts:

The School Office
Brighton Waldorf School
Roedean Road
Brighton
BN2 5RA

Email: admin@brightonWaldorfschool.org.uk

Office of the Information Commissioner:

The Information Commissioners
Wycliffe House
Water Lane
Wilmslow

Cheshire SK9 5AF

Website: www.ico.gov.uk

Tel. 03031 231113