



Privacy Notice for Job Applicants (Whole School including EYFS)

Independent Day School

Our Lady of Sion School

Who we are

For the purposes of Data Protection legislation, the School is the Data Controller. This means it is in charge of personal data about you.

The postal address of the School is:

Our Lady of Sion School
Gratwicke Road
Worthing
BN11 4BL

The Data Protection Officer for the School is the Bursar. They can be contacted via e-mail on bursar@sionschool.org.uk or on the address above. In this policy 'we' and 'us' mean the School.

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 individuals applying for jobs at our School.

The personal data we hold

We process data relating to those who apply to work at our school. The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details, including identifiers such as names, and contact preferences
- Date of birth, marital status and gender
- Identity information to support your right to work in the UK, including copies of Passports and/or Photo Driving Licenses
- Evidence if applicants hold an Enhanced Disclosure and Barring Service certificate
- Applications forms, references, work history, qualification details, training records and professional memberships
- Photographs
- CCTV images captured in School

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable and if you choose to supply this information to us):

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

Why we use this data

The purpose of processing this data is to help us run the School, including to:

- Enable us to establish relevant experience and qualification
- Facilitate safe recruitment, as part of our legal safeguarding obligations towards pupils, and to protect the vital interest of others i.e. to protect students from harm
- Identify you and safely evacuate the School in the event of an emergency

- Enable equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates who require them
- Enable us to recruit

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

Comply with a legal obligation

- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

You have given us consent to use it in a certain way

- We need to protect your vital interests (or someone else's interests)

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.

Collecting this information

While the majority of 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 on our forms, we make it clear whether there is a legal requirement for you to provide it, and whether there is a legal requirement on the School to collect it.

How we store this data and how long we keep your personal data

Personal data we collect as part of the job application process is stored, retained and deleted in line with section 10 of our Recruitment, Selection and Disclosure Policy and Procedure. A copy of this is available on the Schools Website.

We only keep your information for as long as we need it or for as long as we are required by law to keep it.

The School is legally required to undertake pre-employment checks. Therefore, if you are successful in your application, the School will retain on your personnel file, any relevant information provided as part of the application process. This will include copies of documents used to verify identity, right to work in the UK, medical fitness, and qualifications. Medical information may be used to help the School to discharge its obligations as an employer, e.g., so that the School may consider reasonable adjustments if an employee suffers from a disability or to assist with any other workplace issue. DBS certificates will be kept for no longer than is necessary, and this should not exceed 6 months. Other documentation will be transferred to your personnel file and will be retained by the School for the duration of your employment with the School.

If your application is unsuccessful, all documentation relating to the application will normally be confidentially destroyed after six months.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

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

- The Department for Education (DfE)
- The Disclosure and Barring Service for the purposes of carrying out checks on your suitability to work with children.
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR, IT and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

The collection of the information will be beneficial by:

- Improving the management of workforce data across the sector
- Enabling development of a comprehensive picture of the workforce and how it is deployed
- Informing the development of recruitment and retention policies
- Allowing better financial modelling and planning; and
- Enabling ethnicity and disability monitoring.

If you require more information about how we and/or DfE store and use your personal data please visit:

- <https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

Our disclosures to third parties are legal because one of the following reasons applies:

- The disclosure is necessary for the performance of a legal obligation to which the School is subject, for example our legal duty to safeguard students
- The disclosure is necessary to protect the vital interests of others, i.e. to protect students from harm
- The disclosure is necessary for the performance of our education function which is a function in the public interest

Transferring data internationally

The School will not transfer your data outside the UK.

Your rights and how to access personal information we hold about you

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

If you make a subject access request, and if we do hold information about you, we will:

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

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, 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:

- Ask for access to your personal information
- Ask for the rectification of information we hold for you; request to have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Ask for erasure of information about you
- Object to the processing and use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our Data Protection Officer.

Automated decision-making

The School's recruitment processes do not use automated decision-making.

Contact Us

If you want to use your rights, for example, by requesting a copy of the information we hold about you, please contact:

The Bursar, Our Lady of Sion School, Gratwicke Road, Worthing BN11 4BL.

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please email our Data Protection Officer at bursar@sionschool.org.uk

More information about your rights is available in our Data Protection Policy: <http://lp.sionschool.org.uk/policies>

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.

To make a complaint, please contact our Data Protection Officer.

Alternatively, or if you are not happy with the outcome received, 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