

Royal Alexandra & Albert School

Privacy notice for job applicants



How we use and process your information

Under UK GDPR, individuals have a legal right to be informed about how the Royal Alexandra and Albert School and Charitable Foundation use any personal information that we hold about them. To comply with this, we provide a 'privacy notice' 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. Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used once joining the organisation.

The categories of information that we hold

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:

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

This list is not exhaustive.

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):

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

Why 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 our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them



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Shortlisted candidates

If you are shortlisted for interview we will ask you to complete a self-declaration of criminal record or other information that would make you unsuitable for work with children:

For example:

- if you have a criminal history
- if you are included on the children's barred list
- if you are prohibited from teaching
- information about any criminal offences committed in any country in line with the law as applicable in England and Wales, not the law in your country of origin or where you were convicted
- if you are known to the police and children's local authority social care
- if you have been disqualified from providing childcare
- any relevant overseas information.

The purpose of this self-declaration is so that you have the opportunity to share relevant information and this can then be discussed and considered at interview, before a DBS certificate is received.

In addition, we will carry out online searches on shortlisted candidates so that we have the opportunity to explore any incidents or issues that are publicly available online, during the interview process.

Our legal basis for using this data

We will only collect and use your personal information when the law allows us to. Most commonly, we process it where:

- We need to comply with a legal obligation
- We need to use it to carry out a task in the public interest

Less commonly, we may also process personal information where:

- We have obtained consent to use it in a certain way
- We need to protect the individual's vital interests (or someone else's interest)
- We have a legitimate interest.

When we process information about criminal convictions and offences of shortlisted candidates we rely on the lawful basis of 'task in the public interest', plus our 'official authority' as a Trust under



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Article 10 of the GDPR.

Where we have obtained consent to use your personal data, this consent can be withdrawn at any time. We will make this clear when we ask for permission, and explain how to go about withdrawing consent. Some of the reasons listed above for collecting and using your information overlap, and there may be several grounds which mean we can use your data.

How we collect your information

Whilst the majority of information provided to us is mandatory, some of it requested on a voluntary basis. If it's optional, we will always tell the individual.

How we store your data

We use the retention guidelines as cited in the Information and Records Management Society. For unsuccessful applicants, records are kept for a period of six months from the date of interview. If you are successful, we create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.

Once your employment with us has ended, we will retain this file and delete the information in it in accordance with the guidelines from the Information and Records Management Society (IRMS).

Who we share information with

We do not share personal information about you with anyone outside the school without consent, unless the law and our policies allow us to do so. Where it is legally required, or necessary for another reason allowed under data protection law, we may share personal information about you with:

- Suppliers and service providers to enable them to provide the service we have contracted them for, such as recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

This list is not exhaustive.

Your rights regarding personal data

Under data protection legislation, you have the right to request access to information about you that we hold, known as a 'subject access request'. To make a request for your personal information, contact dpo@gatton-park.org.uk

If you make a subject access request, and if we do hold information about you, we will give you a copy of the information in a clear form.

Individuals also have the right to:



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- 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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice please contact dpo@gatton-park.org.uk

If you would like to contact our data protection officer, please contact dpo@gatton-park.org.uk



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