

## Recruitment Privacy Notice

If you choose to apply for a post at Bishop Stopford School, we will collect and use information relating to your application. Information held in relation to an individual is known as “personal data”. This will include data obtained directly from you and data about you that we obtain from other people and organisations. We may have reasons to continue to hold personal data for a period of time after the recruitment process, even if the candidate is unsuccessful in securing a post. Anything that we do with personal data is known as “processing”.

This document sets out what personal data we gather and hold in relation to applications, why we process this data, who we share this data with, and your rights in relation to your personal data processed by us.

### What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during the application process.

#### *Up to and including shortlisting stage:*

- your name and contact details (address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- if disclosed, your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

#### *Following shortlisting stage, and prior to making a final decision*

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- confirmation of your academic and professional qualifications;\*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- medical check to indicate fitness to work;\*

- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list);\*
- if you are a teacher, the National College of Teaching and Leadership (“NCTL”) Teachers Services data about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- equal opportunities’ monitoring data.

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If – after the recruitment process - you are subsequently employed by us, a staff privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you with your employment contract.

### **Where do we get information from about during your application process?**

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any other relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process.

### **Why do we use this information?**

We will process your personal data for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching, where applicable; and
- so that we are able to monitor applications for posts in the School to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### **How long will we hold information in relation to your application?**

We will hold information relating to your application only for as long as necessary. If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted. If you secure a post with us, then we will retain data in line with the Information and Records Management Society Retention Guidelines for Schools.

### **Who will we share information with about your application?**

Data will not be shared with third parties, other than professional advisors such as legal or HR advisors.

### **Rights in relation to your personal data**

All individuals have the right to request access to their personal data that the school holds about them. To make a request for access to personal data, individuals should contact:

Mrs Carolyn Robinson, Office Manager, Bishop Stopford School, Headlands, Kettering, Northants, NN15 6BJ [crobinson@bishopstopford.com](mailto:crobinson@bishopstopford.com)

Please also refer to our Data Protection Policy or Subject Access Request Procedure for further details on making requests for access to personal data. These can be found on our website.

Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data;
- Have inaccurate or incomplete personal data about them rectified;
- Restrict processing of their personal data;
- Object to the making of decisions about them taken by automated means;
- Have your data transferred to another organisation;
- Claim compensation for damage caused by a breach of their data protection rights.

If an individual wants to exercise rights in relation to the above, then they should contact Mrs Carolyn Robinson, Office Manager, Bishop Stopford School, Headlands, Kettering, Northants, NN15 6BJ [crobinson@bishopstopford.com](mailto:crobinson@bishopstopford.com). If the school does not intend to comply with the request, then the individual will be notified of the reasons why in writing. (The law does not oblige the school to comply with all requests.)

### **Concerns**

If an individual has any concerns about how the school is using their personal data, then they should contact our Data Protection Officer in the first instance. However, an individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

### **Contact**

If you would like to discuss anything in this privacy notice, please contact:

Mrs Liana Blake, Data Protection Officer, Bishop Stopford School, Headlands, Kettering, Northants, NN15 6BJ [lblake@bishopstopford.com](mailto:lblake@bishopstopford.com)