

Privacy Notice - Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Recruitment of School Staff - Applicants				
What personal data do we need from you?	Name	Address	Date of Birth	Pre-employment check information	
	National Insurance Number	Employment History including reason for leaving	Current Level of pay and any allowances	Pre-employment check information including entitlement to work in the UK and Criminal Records Check	
	Ability to travel	Training and Development History	Close Personal Relationship Information	Disability Information to make reasonable adjustments	
	History of sickness absence from previous employer	Reference and reference contact details	Qualifications / skills/ experience including Secondary School Education and Continuing education and Professional Qualifications	Breaks in Employment History	
Who will be using your Personal Data?	Who is the Data Controller ?		Kelvedon Hatch Community Primary School		
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond (Essex County Council).		
	Are there any Data Processors ?		Yes	☒	No ☐
	Who are they?		Members of the HR and Recruitment team, Interviewers, relevant Governors, Legal Services contracted by the school.		
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):		Recruitment		
	The Legal Condition (s):		- Under Contract - Employment, Social Security		
Who else might we share your data with?			HR, Legal Services, Governors and Headteacher		
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?			NO		
How long will your data be kept?	When will it stop being used?		Unsuccessful candidates: 6 month from the appointment of the successful candidate Successful candidate: Date will be held in line with the Data Retention Schedule		
	How long after this will it be deleted?		Unsuccessful candidates: 6 month from the appointment of the successful candidate Successful candidate: Date will be held in line with the Data Retention Schedule		

					¹ Subject to exceptions – please refer to the school's Retention Schedule			
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	☒	Access	☒	Rectify	☒	Erase	☒
	Restrict	☐	Portable	☐	Object	☒	Automate	☐
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Education law Contract Law Eligibility to work in the UK Keeping Children Safe in Education (2016) as updated			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to process application/ continue with recruitment process			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Previous employer, DBS service, The Teaching Regulation Agency, Overseas Embassies			
	This is a source of personal data open to anyone				Yes	☐	No	☒
	These are the categories of personal data being given to us				Basic Demographics, e.g. name, address, Date of Birth, references from previous employers, engagement suitability/safeguarding checks, prohibition and qualifications checks			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH							
Email	DPO@essex.gov.uk							
Phone Number	03330322970							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							