

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 Contact details, including email and phone number 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 Record Checks Reference and referees contact details Qualifications/skills/experience including secondary school education and continuing education and professional qualifications Breaks in employment history Ability to travel Training and development history Close personal relationship information Disability information to enable us to make reasonable adjustments							
Who will be using your Personal Data?	Who is the Data Controller ?	Barnes Farm Infant School						
	Who is the Data Controller's Data Protection Officer ?	Lauri Almond (Essex County Council).						
	Are there any Data Processors ?	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>			
	Who are they?	School recruitment team						
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):	<ul style="list-style-type: none"> • Under Contract • Employment, Social Security 						
Who else might we share your data with?	HR, Legal, Trustees and Governors, CEO/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 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.						
	How long after this will it be deleted?	Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.						
Our use of the data will be	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>

subject to your legal rights (marked if applicable):	Restrict <input type="checkbox"/>	Portable <input type="checkbox"/>	Object <input checked="" type="checkbox"/>	Automate <input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		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/s, DBS service, The Teaching Regulation Agency, Overseas Embassies	
	This is a source of personal data open to anyone		Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
	These are the categories of personal data being given to us		Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work 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			

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