

Privacy Notice – Job applicants

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	
	History of sickness absence from previous employer (preferred candidates only)	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 & 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 ?		The Boswells 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 Boswells School and Chelmsford Learning Partnership School/Trust's HR and Recruitment team, including the CEO, CFO, interviewers, relevant Trustees, Essex DBS Services, local police force (for criminal record checks), Medigold (School/Trust's occupational health provider), Stone King (School/Trust's legal services)		
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?					The School/Trust's HR/Legal Provider, the School/Trust's Headteacher/CEO/Trustees			
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 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 subject to your legal rights (marked if applicable):	Inform	☒	Access	☒	Rectify	☒	Erase	☒
	Restrict	☐	Portable	☐	Object	☒	Automate	☐
As you are giving us your data directly to us:	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 (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 Regulations 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 eg name, address, d.o.b., 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

Guidance

1. Who is a Data Controller? This is your Organisation.
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2. Who is the Data Protection Officer? This is a statutory post either within your organisation or a contracted service
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3. What is a Data Processor? This is someone who uses the data you are responsible for in order to deliver a service you have contracted them to deliver on your behalf
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4. What are Purposes? This is the reason you want to use the data, e.g. to create a pupil record
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5. What are the legal conditions?
 - a. **Personal Data** can be lawfully processed for the using the following conditions:
 - i. Consent

- ii. Necessary to perform a contract obligation
 - iii. Blue light emergency services
 - iv. Statutory Duty
 - v. Legitimate Interests
- b. **Sensitive Personal Data** can be lawfully processed for the using the following conditions:
- i. Explicit Consent
 - ii. Employment, Social Security, Social Protection
 - iii. Blue light emergency services
 - iv. Legitimate Activities of 'charities/not for profit' organisations
 - v. Made Public by the person
 - vi. For legal defence/claims
 - vii. Substantial Public Interest
 - viii. Health & Social Care provision and management
 - ix. Pan UK Public Health (Epidemics)
 - x. Archiving for scientific/historical research or statistical purposes

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6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances

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7. Any country outside of the European Economic Area (EU countries, plus Iceland, Lichtenstein and Norway) is not considered to have the same legal protections as the UK

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8. The right to inform requires you to tell people about how their rights are managed including if information is rectified, modified, erased or restricted

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9. The right to access means you must be able to provide a copy of a person's data to them upon written request

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10. The right to rectify requires you to correct inaccurate data. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

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11. The right to erasure requires you to securely destroy the data you hold. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

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12. The right to restrict requires you to stop processing data (other than keeping it secure) whilst a complaint is resolved. This may not always be possible if it relates to an official record or a professional opinion recorded by your staff. If this is the case you should not tick this box

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13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology

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14. The right to object requires you to stop using the data for the purposes for which it was collected. This does not apply to any legal obligations to process the data, but does apply for any processing under Consent, e.g. marketing or profiling

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15. The right to refuse automated decision making means if a computer makes a decision about how you will deliver a service to a person; they have the right to request the decision to be made by a human Being.

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