Privacy Notice – Recruitment Monitoring Form

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.

<table>
<tr><td>What is the service being provided?</td><td colspan="8">Recruitment - Equal Opportunities Monitoring

Please Note: Data received will be anonymised for monitoring purposes at the point of receipt.</td></tr>
<tr><td>What personal data do we need from you?</td><td colspan="8"><table><tr><td>Post Title</td><td>Age</td><td>Gender</td><td>Ethnic Origin</td></tr><tr><td>Sexual Orientation</td><td>Disability</td><td>Marital Status</td><td></td></tr></table></td></tr>
<tr><td rowspan="4">Who will be using your Personal Data?</td><td colspan="2">Who is the Data Controller?</td><td colspan="6">Thomas Willingale School & Nursery</td></tr>
<tr><td colspan="2">Who is the Data Controller's Data Protection Officer?</td><td colspan="6">Jennie Rowan</td></tr>
<tr><td colspan="2">Are there any Data Processors?</td><td>Yes</td><td>☒</td><td>No</td><td colspan="3">☐</td></tr>
<tr><td colspan="2">Who are they?</td><td colspan="6">Members of the Recruitment team and Governors</td></tr>
<tr><td rowspan="2">What will it be used for and what gives us the right to ask for it and use it?</td><td colspan="2">The Purpose(s):</td><td colspan="6">For Equal Opportunities Monitoring Purposes</td></tr>
<tr><td colspan="2">The Legal Condition(s):</td><td colspan="6">• Required by Essex Maintained Schools to meet Public Sector Duty (as part of the Equality Act).
• Avoiding discrimination and promoting equal opportunities in recruitment
• The Equality Act 2010</td></tr>
<tr><td colspan="3">Who else might we share your data with?</td><td colspan="6">Trustees and Governors</td></tr>
<tr><td colspan="3">Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</td><td colspan="6">NO</td></tr>
<tr><td rowspan="2">How long will your data be kept?</td><td colspan="2">When will it stop being used?</td><td colspan="6">1 month - when data is transferred to data sheet, destroy Recruitment Monitoring Forms</td></tr>
<tr><td colspan="2">How long after this will it be deleted?</td><td colspan="6">On completion of monitoring, but no later than 3 months from when data is analysed by Governors/Trustees, then destroy Data Sheets.</td></tr>
<tr><td rowspan="2">Our use of the data will be subject to your legal rights (marked if applicable):</td><td>Inform</td><td>☒</td><td>Access</td><td>☒</td><td>Rectify</td><td>☒</td><td>Erase</td><td>☒</td></tr>
<tr><td>Restrict</td><td>☐</td><td>Portable</td><td>☐</td><td>Object</td><td>☒</td><td>Automate</td><td>☐</td></tr>
<tr><td rowspan="2">As you are giving us your data directly:</td><td colspan="4">This is the reason why we are allowed to ask for it and use it:</td><td colspan="4">The Equality Act 2010</td></tr>
<tr><td colspan="4">This is what could happen if you refused to let us use your data for this purpose:</td><td colspan="4">Unable to monitor data for equal opportunities monitoring purposes</td></tr>
<tr><td>As you are not giving your data</td><td colspan="4">This is who is giving us your personal data:</td><td colspan="4">Applicant</td></tr>
</table>

directly to us:	This is a source of personal data open to anyone	Yes	☐	No	☒
	These are the categories of personal data being given to us	Post Title, Age, Gender, Ethnic Origin, Sexual Orientation, Disability, Marital Status			
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	Thomas Willingale School & Nursery, The Broadway, Loughton IG10 3SR				
Email	JennieRowan31@gmail.com				
Phone Number	02085087287				
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				