

Privacy Notice – Job 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?	Application for employment from prospective employees							
What personal data do we need from you?	Name		Address		Date of Birth		Contact Details	
	Personal Email Addresses		Personal Telephone Numbers		Employment History		Qualifications held	
	Salary Information		Referee email addresses		Referee Telephone Numbers		Referee address details	
	Disclosure regarding Convictions		Information about your right to Work in the UK					
Who will be using your Personal Data?	Who is the Data Controller ?			St Pius X Catholic Primary School				
	Who is the Data Controller's Data Protection Officer ?			Information Governance Services – IGS (Essex County Council).				
	Are there any Data Processors ?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			Diocese of Brentwood, St Pius X Catholic Primary School				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :			Employment				
	The Legal Condition(s) :			<ul style="list-style-type: none"> Under Contract Employment, Social Security, Social Protection 				
Who else might we share your data with?				No one				
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?			Post interview				
	How long after this will it be deleted?			Immediately				
	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	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input 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:	Employment law			
	This is what could happen if you refused to let us use your data for this purpose:	Unable to interview / employ			
As you are not giving your data directly to us:	This is who is giving us your personal data:	You are			
	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 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				