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 Personal Personal Email Telephone Addresses Numbers Salary Referee Information email addresses Disclosure regarding about your Convictions right to Work in the UK | | | Date of Birth Employment History Referee Telephone Numbers | | Qualific | Contact Details Qualifications held Referee address details | | | |
| | Who is the | Data | Controller | •2 | St Dius \ | Y Cat | holic Prima | ry School | | |
| Who will be using your Personal Data? | Who is the Data Controller? Who is the Data Controller's Data Protection Officer? | | | | St Pius X Catholic Primary School Information Governance Services – IGS (Essex County Council). | | | | | |
| | Are there any <u>Data</u> <u>Processors</u> ? | | | | Yes | ⊠ af Dr | No No | Dive V Catholia | | |
| | 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 Purpo The Legal | | | Employment Under Contract Employment, Social Security, Social Protection | | | | | | |
| Who else might we | e share you | with? | | No one | | | | | | |
| | /ill your data be stored in or accessible from ountries with no UK-equivalent Privacy Law | | | NO | | | | | | |
| How long will | When will it stop being used? | | | | | Post interview | | | | |
| your data be kept? | 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 | <u>Inform</u> | \boxtimes | Access | \boxtimes | Rectify | | <u>Erase</u> | | | |
| legal rights (marked if applicable): | Restrict | | <u>Portable</u> | | 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: | | | | | | | | |
|---|--|--|--|----|-------------|--|--|--|--|
| | 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 | | No | \boxtimes | | | | |
| | 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 | | | | | | | | |

© Essex County Council.

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.