

CHELMER VALLEY HIGH SCHOOL

Privacy Notice – Staff 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 Employees			
What personal data do we need from you?	Name	Address	Date of Birth	Contact details, including email and phone number
	NI Number	Employment History, including reason for leaving/reason for breaks	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 and experience, including establishments attended	Disability information to enable us to make reasonable adjustments
	Ability to travel	Training and Development history	Close Personal Relationship information	Teacher Reference number
Who will be using your Personal Data?	Who is the Data Controller ?		Chelmer Valley High School	
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond (Essex County Council).	
	Are there any Data Processors ?		Yes	<input type="checkbox"/> No <input checked="" type="checkbox"/>
	Who are they?		N/A	
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"> Contract and Employment, Social Security, Social Protection 	
Who else might we share your data with?			Governors and Trustees, External Interview Panel Advisors (Senior posts only), Legal Services and Occupational Health	
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?		If applicant unsuccessful, 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	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	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, DBS service, The Teaching Regulations 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							

Copyright Statement

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.

1. Who is a Data Controller? This is somebody whom the school have contracted to deliver a service on their behalf.
2. Who is the Data Protection Officer? This is a statutory post either within your organisation or a contracted service
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
4. What are Purposes? This is the reason you want to use the data, e.g. to create a pupil record
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
6. Legitimate Interests cannot be used as a processing condition other than I exceptional circumstances
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
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
9. The right to access means you must be able to provide a copy of a person's data to them upon written request
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 our staff.
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 our staff.

12. The right to restrict requires us 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 our staff.
13. The right to Data Portability only applies when a service is based on 'Consent' and then only if it involves technology
14. The right to object requires us 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
15. The right to refuse automated decision making means if a computer makes a decision about how we will deliver a service to a person.