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.

What is the service being provided?	Recruitment - Equal Opportunities Monitoring Please Note: Data received will be anonymised for monitoring purposes at the point of receipt.										
What personal data do we need from you?	Post Title	Age	Age		er		Ethnic Origin				
	Sexual Disability Orientation			Marital Status							
Who will be using your Personal Data?	Who is the Data Controller?				Holy Trinity CE Primary School, Eight Ash Green & Aldham						
	Who is the Data Controller's Data Protection Officer?				Lauri Almond (Essex County Council).						
	Are there any <u>Data</u> <u>Processors</u> ?				Yes		No				
	Who are they?				Members of the Recruitment team, Governors						
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):				For Equal Opportunities Monitoring Purposes						
	The Legal Condition(s):				 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 						
Who else might we share your data with?					Governors						
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?				1 month - when data is transferred to data sheet, destroy Recruitment Monitoring Forms						
	How long after this will it be deleted?				On completion of monitoring, but no later than 3 months from when data is analysed by Governors, then destroy Data Sheets.						
Our use of the data will be subject to your	<u>Inform</u>	\boxtimes	Access	\boxtimes	Rectify	\boxtimes	Erase				
legal rights (marked if applicable):	Restrict		<u>Portable</u>		Object	\boxtimes	Automate				
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				The Equality Act 2010						
	This is who you refuse data for thi	et us use y		Unable to monitor data for equal opportunities monitoring purposes							
	This is who personal d	ving us you	ur	Applicant							

As you are not giving your data directly to us:	This is a source of personal data open to anyone These are the categories of personal data being given to us	Yes No ⊠ 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	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								

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