

Privacy Notice - 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.

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|---|--|--|--|--|-----------------------------|
| What is the service being provided? | Recruitment of School Staff - Applicants | | | | |
| What personal data do we need from you? | Name | Address | Date of Birth | Contact details, including email and phone number | |
| | National Insurance Number | Employment History, including reason for leaving | 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 | Reference and Referees contact details | Qualifications/skills/ Experience, including Secondary School Education and Continuing Education and Professional Qualifications | Breaks in employment history | |
| | Ability to travel | Training & Development History | Close Personal Relationship information | Disability information to enable us to make reasonable adjustments | |
| Who will be using your Personal Data? | Who is the Data Controller ? | | Montgomery Junior School | | |
| | Who is the Data Controller's Data Protection Officer ? | | Lauri Almond (Essex County Council). | | |
| | Are there any Data Processors ? | | Yes | <input checked="" type="checkbox"/> | No <input type="checkbox"/> |
| | Who are they? | | Members of the HR and Recruitment team, Interviewers, relevant Governors and Trustees, Legal Services contracted by the school. | | |
| 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"> <i>Under Contract</i> <i>Employment, Social Security</i> | | |
| Who else might we share your data with? | | | HR, Legal, Trustees and Governors, CEO/Headteacher | | |
| 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? | | Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will | | |

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|--|--|-------------------------------------|--------------------------|-------------------------------------|---|-------------------------------------|--------------------------|-------------------------------------|
| | | | | | be held in line with the Data Retention Schedule. | | | |
| | How long after this will it be deleted? | | | | Unsuccessful candidates: 6 months from the date of the 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/s, DBS service, The Teaching Regulation 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 | | | | | | | |