



Baynards Primary School

Privacy Notice for 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 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, inc reason for leaving	Current level of pay and allowances	Pre-employment check information, inc 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, inc secondary and further education	Breaks in employment history	
	Ability to travel	Training and 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 ?		Baynards Primary 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 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"> - Under contract - Employment, social security 		
Who else might we share your data with?			HR, Legal, Governors and 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 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 your data directly to us:	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						
	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:		If you ever get data for other sources, please note them here by agency category						
	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 qualification 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								
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								

