

# 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.

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 numbers
	NI Number	Employment history including reason for leaving	Current level of pay & allowances	Pre-employment check information including right to work in the UK and Criminal Records Checks
	History of sickness absence (preferred candidate)	Referee contact details	Qualifications/skills/experience - Secondary School quals. - Further education - Professional quals.	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 <a href="#">Data Controller</a> ?	Prettygate Junior School		
	Who is the <a href="#">Data Controller's Data Protection Officer</a> ?	Lauri Almond (Essex County Council).		
	Are there any <a href="#">Data Processors</a> ?	Yes	<input checked="" type="checkbox"/>	No <input type="checkbox"/>
	Who are they?	Recruitment team, interviewers, relevant governors		
What will it be used for and what gives us the right to ask for it and use it?	<a href="#">The Purpose</a> (s):	Recruitment		
	The <a href="#">Legal Condition</a> (s):	<ul style="list-style-type: none"> <li>• Under Contract</li> <li>• Employment, Social Security, Social Protection</li> </ul>		
Who else might we share your data with?	HR, Legal, Governors, Headteacher			
Will your data be stored in or accessible from <a href="#">countries with no UK-equivalent</a> Privacy Law protections?	NO			
How long will your data be kept?	When will it stop being used?	Unsuccessful candidates – 6 months for appointment date Successful candidates – in line with Data Retention Schedule		

	How long after this will it be deleted?	Unsuccessful candidates – 6 months for appointment date Successful candidates – in line with Data Retention Schedule						
Our use of the data will be subject to your legal rights (marked if applicable):	<a href="#">Inform</a>	<input checked="" type="checkbox"/>	<a href="#">Access</a>	<input checked="" type="checkbox"/>	<a href="#">Rectify</a>	<input checked="" type="checkbox"/>	<a href="#">Erase</a>	<input type="checkbox"/>
	<a href="#">Restrict</a>	<input type="checkbox"/>	<a href="#">Portable</a>	<input type="checkbox"/>	<a href="#">Object</a>	<input type="checkbox"/>	<a href="#">Automate</a>	<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 Right to work in the UK Keeping Children Safe in Education 2022#				
	This is what could happen if you refused to let us use your data for this purpose:			Unable to process application				
As you are not giving your data directly to us:	This is who is giving us your personal data:			Previous employer, DBS service, DfE, TRA, Overseas Agencies.				
	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, medical reports, employment suitability/safeguarding checks, prohibition and qualifications checks				
<b>Visit the following links for more information about Privacy Law, our obligations and your Rights:</b>								
<a href="#">The ICO Guide to the General Data Protection Regulations 2016</a> <a href="#">The General Data Protection Regulations 2016</a>								
<b>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:</b>								
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH							
Email	<a href="mailto:DPO@essex.gov.uk">DPO@essex.gov.uk</a>							
Phone Number	03330 322970							
<b>If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:</b>								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	<a href="https://ico.org.uk/concerns/handling/">https://ico.org.uk/concerns/handling/</a>							
Phone Number	0303 123 1113							

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