

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	Gender	Ethnic Origin				
	Sexual Orientation	Disability	Marital Status					
Who will be using your Personal Data?	Who is the Data Controller ?	De La Salle School and Language College						
	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 Recruitment team, Governors and Trustees						
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):	<ul style="list-style-type: none"> 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?	Trustees and 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/Trustees, then destroy Data Sheets.					
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:		The Equality Act 2010					
	This is what could happen if you refused to let us use your data for this purpose:		Unable to monitor data for equal opportunities monitoring purposes					

As you are not giving your data directly to us:	This is who is giving us your personal data:	Applicant			
	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	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	IGS@essex.gov.uk amend these details if ECC are not the data Protection Officer for your school under contract				
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				

© Essex County Council.

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.