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.

<table>
<tr><td>What is the service being provided?</td><td colspan="4">Recruitment of School Staff - Applicants</td></tr>
<tr><td rowspan="5">What personal data do we need from you?</td><td>Name</td><td>Address</td><td>Date of Birth</td><td>Contact details, including email and phone number</td></tr>
<tr><td>National Insurance Number</td><td>Employment History, including reason for leaving</td><td>Current level of Pay and any Allowances</td><td>Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks/On-Line Check</td></tr>
<tr><td>History of sickness absence from previous employer</td><td>Reference and Referees contact details</td><td>Qualifications/skills/ Experience, including Secondary School Education and Continuing Education and Professional Qualifications</td><td>Breaks in employment history</td></tr>
<tr><td>Ability to travel</td><td>Training & Development History</td><td>Close Personal Relationship information</td><td>Disability information to enable us to make reasonable adjustments</td></tr>
<tr><td></td><td></td><td></td><td></td></tr>
<tr><td rowspan="4">Who will be using your Personal Data?</td><td colspan="2">Who is the Data Controller?</td><td colspan="2">The Phoenix Primary School & Nursery (Lee Chapel Multi Academy Trust)</td></tr>
<tr><td colspan="2">Who is the Data Controller's Data Protection Officer?</td><td colspan="2">Head of School</td></tr>
<tr><td colspan="2">Are there any Data Processors?</td><td>Yes ☒</td><td>No ☐</td></tr>
<tr><td colspan="2">Who are they?</td><td colspan="2">Members of the HR and Recruitment team, Interviewers, relevant Governors and Trustees, Legal Services contracted by the school.</td></tr>
<tr><td rowspan="2">What will it be used for and what gives us the right to ask for it and use it?</td><td colspan="2">The Purpose(s):</td><td colspan="2">Recruitment</td></tr>
<tr><td colspan="2">The Legal Condition(s):</td><td colspan="2">• Under Contract
• Employment, Social Security</td></tr>
<tr><td colspan="3">Who else might we share your data with?</td><td colspan="2">HR, Legal, Trustees and Governors, CEO/Headteacher, Candidate Referees</td></tr>
<tr><td colspan="3">Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?</td><td colspan="2">NO</td></tr>
</table>

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	☒	Access	☒	Rectify	☒	Erase	☒
	Restrict	☐	Portable	☐	Object	☒	Automate	☐
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	☐	No	☒
	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	Mr David Heard, Assistant Headteacher, Lee Chapel Primary School & Nursery, The Knares, Basildon, Essex. SS16 5RU
Email	
Phone Number	01268 474177
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.