



Privacy Notice for Prospective Employees – How we Use Prospective Employee Information

What Categories of Information Are Processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

Why do we Collect and Use your Information?

We collect and use your information for the following reasons:

- To facilitate safer recruitment
- To arrange interviews / discussions in the interest of furthering an application

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

How do we collect your Information?

We collect your personal information via the following methods:

- Application forms
- Documentation you provide, e.g. ID or certificates



Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we Store your Information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post. Your personal information is retained and disposed of in line with DfE requirements.

Who do we Share your Information with any why?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your Rights?

You have specific rights to the processing of your data, these are the right to:

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.



- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact our Data Protection Officer (DPO), Sophie Roberts, at St Gabriel's CofE Academy, Houlton Way, Houlton, Rugby, CV23 1AN.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How can you find out more Information?

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer (DPO), Sophie Roberts, at St Gabriel's CofE Academy, Houlton Way, Houlton, Rugby, CV23 1AN. If you require further information about how we and/or the DfE store and use your personal data, please visit our website, or the Gov.UK website.