



Great Bridge Primary School

Recruitment Privacy Notice

Great Bridge Primary School is known as the "Controller" of the personal data you provide to us.

The purpose of this privacy notice is to tell you how and why we use the information we gather about you when you apply to work with us.

The lawful basis on which we process this information

We have a legitimate interest in processing your personal data during the recruitment process and for keeping records of the process. Processing data from job applicants is required to manage the recruitment process; assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

Why do we collect your personal data?

It is necessary for us to collect and process personal data about you in order to assess your eligibility to work with us and to make a decision about your recruitment and employment. More specifically, this will include but is not limited to the following:

- Assessing your skills, qualifications and suitability for a role within the school
- Carrying out background and reference checks
- Verifying that you are not prohibited from teaching or working with children
- Communicating with you about the recruitment process
- Maintaining records relating to the recruitment process to comply with legal or regulatory requirements e.g. Safer Recruitment

We will not collect any personal data that we do not need and as far as is reasonable and practicable will ensure that the information recorded is accurate and kept up to date.

What personal data do we collect?

The personal data we will collect includes:

- Personal information, such as name, address, age, D.O.B, gender, employee or teacher number, national insurance number
- Employment history, such as start dates, hours worked, post and salary information
- Legal right to live and work in UK
- Work absence information, such as number of absences and reasons
- Qualifications and other academic achievements
- Whether you are related to any member of our workforce/ LA
- Contact information for the provision of references and copies of references obtained
- Information via DBS process, identification documents and other safer recruitment documentation

We will also collect and use the following "special categories" of more sensitive personal data:

- Information about your race, ethnicity, religious beliefs, sexual orientation.

- Information about your physical and mental health, including any medical conditions
- Information about criminal convictions and offences, including information from the Disclosure and Barring Service.

Who do we get your personal data from?

This information is collected in the following ways:

- Provided to us directly by you through the application form and at interview
- From you named referees

Who do we share your data with?

We will only share information when it is necessary to do so for the purpose of recruitment and in accordance with the law.

Where necessary we will share your personal data with the following categories of recipients:

- Disclosure and Barring Service
- Occupational Health Provider
- Previous employers and other individuals identified as capable of giving a reference
- Professional advisors and consultants involved in the recruitment exercise

How long do we keep your data for?

We are required to retain your personal data only for as long as is necessary, after which it will be securely destroyed in line with the school's retention policy. Retention periods can vary and will depend on various criteria including the purpose of processing, regulatory and legal requirements, and internal organisational need.

We hold recruitment data for various periods of duration as determined by School's Retention Policy, please visit our *school website*: www.greatbridgeprimary.co.uk – *Parents/ GDPR/ Data Retention Schedule*.

Requesting access to your personal data

Under Data Protection Legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact:

- Miss Lorraine Parkins, School Business Director, 0121 557 1526
Lorraine.parkins@greatbridge.sandwell.sch.uk or
- Data Protection Officer, dpo@greatbridge.sandwell.sch.uk, 0203 797 6340

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection Legislation.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Further

If you would like to discuss anything in this privacy notice, please contact:

- Miss Lorraine Parkins, School Business Director, 0121 557 1526
Lorraine.parkins@greatbridge.sandwell.sch.uk