

STAFF RECRUITMENT PRIVACY NOTICE

Policy Review					
• Person Responsible for this Policy	• Data Protection Lead				
• Last reviewed:	• December 2022				
• To be reviewed:	• December 2024				
Staff are reminded that they may view any of the School’s other policies at any time online (https://withamhallschool.sharepoint.com/sites/StaffNonAcademic/Shared Documents/Policies & Handbooks/); a hard copy may be requested from the School Office.					
Externally available:	Internal only		By request		On website X

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Introduction

This notice explains what personal data (information) Witham Hall School Trust (the 'School', 'we', 'us', 'our') will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full-time or part-time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Applicants' Data

Who Collects the Information

The School is a 'controller' and gathers and uses certain information about you. For data protection matters, the School's contact details are as follows:

Address: Witham Hall School, Witham on the Hill, Bourne, Lincolnshire, PE10 0JJ

Telephone Number: (01778) 590222

Email: dataprotection@withamhall.com

Data Protection Principles

The School will comply with the data protection principles when gathering and using personal information, as set out in its *GDPR Data Protection Policy*.

About the Information We Collect and Hold

The table in part 2 of **Appendix 1: The Information Collected and Held** entitled **Up to and Including the Shortlisting Stage** summarises the information the School will collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in part 1 of **Appendix 1: The Information Collected and Held** entitled **Before Making a Final Decision to Recruit** summarises the additional information we collect before making a final decision to recruit (*i.e.* before making an offer of employment), how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

Where Information May be Held

Information may be held on School premises in our filing systems and electronically on our servers. It may also be held by third party agencies, service providers and representatives.

How Long Information May be Kept

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on: whether your application, or the application you are supporting (e.g. as a referee), is successful and you (the job applicant) become employed by us; the nature of the information concerned; and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. Wider details on the School's approach to information retention and destruction are detailed in the School's *GDPR Retention of Records Policy*.

Applicants' Data Rights

To Access, to Correct and to Have Deleted

The School's Data Protection Lead (the 'DPL') is the Bursar, who can be contacted via dataprotection@withamhall.com.

Please contact the DPL if you would like to correct or request access to information that the School holds relating to you or if you have any questions about this notice. You also have the right to ask for information the Schools holds and processes to be erased ('the right to be forgotten') or not to be used in certain circumstances. The School's *GDPR Privacy Notice* (available on the School's website <https://www.withamhall.com/>) can provide you with further information about your data rights; however, if you have any further questions please contact the School's DPL.

Keeping Personal Information Secure

The School has appropriate security measures in place that are intended to prevent personal information from being accidentally lost or used or accessed in an unauthorised way. This includes personal information being locked away, password protected and/or encrypted. The School limits access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

The School also has procedures in place to deal with any suspected personal data breach. The School will notify you and any applicable regulator of a suspected data security breach where it is legally required to do so.

How to Complain

We hope that our DPL (dataprotection@withamhall.com) can resolve any query or concern you raise about our use of your information.

However, if not, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

Appendix 1: The Information Collected and Held

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<u>Up to and Including the Shortlisting Stage</u>			
Your name and contact details (<i>i.e.</i> address, home and mobile phone numbers, email address)	From you	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable HR or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed Application Form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	<p>To make an informed recruitment decision</p> <p>Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.</p>
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a (voluntarily) completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	<p>To comply with our equal opportunities monitoring obligations and to follow our equality and other policies</p> <p>For further information, see * below</p>
Details of your referees	From your completed Application Form	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>In the regulated sector, to comply with our legal obligations</p>	<p>To carry out a fair recruitment process</p> <p>To assess a candidate's suitability for the role</p>

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
		to request references as part of 'safer recruitment'	Information shared with relevant managers, HR and the referee
<u>Before Making a Final Decision to Recruit</u>			
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers **	From your referees (details of whom you will have provided)	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>Information shared with relevant managers and HR</p>
Information regarding your academic and professional qualifications **	From you, from your education provider, from the relevant professional body	<p>To comply with our legal obligations</p> <p>Legitimate interest: to verify the qualifications information provided by you</p>	To make an informed recruitment decision
Publicly available information from internet and social media searches	From the public domain	<p>To comply with our legal obligations</p> <p>Legitimate interest: to promote safeguarding of children</p>	To make an informed recruitment decision
Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the	From the Disclosure and Barring Service (DBS)	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p>	<p>To make an informed recruitment decision</p> <p>To carry out statutory checks</p> <p>Information shared with DBS and other</p>

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) **		<p>Legitimate interest: to promote safeguarding of children</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>regulatory authorities as required</p> <p>For further information, see * below</p>
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information **	From you and, where necessary, the Home Office	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>
A copy of your driving licence ** (if relevant to the position applied for)	From you	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>To comply with the terms of our insurance</p>	<p>To make an informed recruitment decision</p> <p>To ensure that you have a clean driving licence</p> <p>Information may be shared with our insurer</p>

* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in the School's *Data Protection Policy* and, relating to the School's handling of applicants' criminal records information, in the School's *Staff Recruitment Policy*.

** You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '***' above to us to enable us to verify your right to work and suitability for the position.