



Quadring Cowley and Brown's Primary School

Recruitment Privacy Notice

Date Adopted: Summer 2024

Date to be reviewed: Summer 2026

Article 3- The best interests of the child must be top priority in all actions regarding children.

Article 36- Children must be protected from things that could harm them

Privacy Notice (How we use potential applicants information)

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about potential applicants during a recruitment process.

We, Quadring Cowley and Brown's Primary School, are known as the 'data controller' of the personal data that you provide to us, under the purposes of data protection law.

Our General Data Protection Officer is Mrs Jane Devine (see 'Contact us' below).

Why 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, where applicable
- 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
- To enable the development of a comprehensive picture of your suitability for the role

What personal data do we collect?

The personal data that we may collect, process, hold and share (when appropriate) about you

includes, but is not restricted to:

- Personal contact details such as name, address, telephone number and email address
- Date of Birth
- Marital Status
- contract information (such as employee or teacher number, start dates, hours worked, post, roles and salary)
- Bank Details and National Insurance Number
- Employment history, including start and end dates
- Qualifications and other academic achievements

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- Contact information for the provision of references
- Identification documents
- Results of psychometric testing, where applicable.

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

- Information about your race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- 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.

The lawful basis on which we process this information

We only collect and use your data when the law allows us to. Most commonly, we process it where it is necessary for:

- the performance of a contract or to enter into a contract
- compliance with a legal obligation
- the legitimate interests of the school
- to carry out obligations or exercise rights under employment law
- the individual who the data is about has given personal consent
- to protect an individual's vital interests (this applies only in the cases of life or death)
- administering justice or for exercising statutory governmental or other public functions

Less commonly, we may also use personal information about you where it is necessary for:

- health/medical safeguards
- monitoring equal opportunities and the rights of individuals

Collecting this information

The majority of information is collected in the following ways:

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

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis.

In order to comply with data protection legislation, we will inform you whether you are required to provide certain previous workforce information to us or if you have a choice in this.

When should this information be provided?

We expect to be in receipt of your data on applying for a job with our school. Further data may be required if you are successful. If you do not provide data relevant to statutory or contractual obligations we cannot consider your application.

Automated decision making

Employment decisions are not based on automated decision making.

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 data with organisations that deliver services on behalf of the school.

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
- The senior leadership team and relevant governors involved in recruitment.

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.

Retention periods for recruitment data are as per the Information Management Toolkit for Schools.

Why we share school workforce information

We share your data in order to inform recruitment decisions (including shortlisting)

How do we keep your data safe?

We have a Data Protection Policy which sets out how we aim to keep your personal data secure. The policy can be found in the school office or with our school policies on the school website.

Access to information is strictly controlled based on the role of the professional.

All staff are required to undertake regular Data Protection training.

Your personal data is not processed outside of the EU by the school.

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, you must complete a Subject Access Request (SAR) to the Head teacher.

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
- claim compensation for damages caused by a breach of the Data Protection regulations
- object to the processing of your data where the school is relying on its legitimate interests as the legal grounds for processing.

We are obliged to consider and respond to any such request within one calendar month.

To exercise any of your rights please contact the schools Data Protection Officer, contact details below.

Further Information

If you wish to make a request or make a complaint about how we have handled your personal data please contact:

- Data Protection Officer at Jane Devine, at Quadring Primary School, Church End, Quadring PE11 4SQ
- Alternatively, you can contact the school by writing to: Jeanette Jameson, Headteacher, at Quadring Primary School, Church End, Quadring. PE11 4SQ

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 (ICO) at www.ico.org.uk

You have the right to withdraw consent at any time; you can do this by contacting the school in writing.

Contact Us

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

GDPR Lead, Quadring Cowley and Brown's Primary School, Church End, Quadring,
Lincolnshire, PE11 4SQ

Tel: 01775 820302 Email: enquiries@quadringprimary.co.uk

Data Protection Officer: Mrs Jane Devine