



Oxon CE Primary School Privacy Notice

Job Applicants

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Oxon CE Primary School is the 'Data Controller' for the purposes of data protection law and our Data Protection Officer is Dawn Aston.

As part of the shortlisting process, we will carry out online searches as part of the due diligence checks.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

The personal data we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable equalities monitoring
- Improve the management of workforce data across the sector

- Support the work of the School Teachers' Review Body
- Next of kin information in the event of an emergency

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safer recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way – consent may be withdrawn any time
- We need to protect your vital interests (or someone else's interests)

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

How we store this data

Personal data relating to job applicants at Oxon CE Primary School is stored in line with the General Data Protection Regulations (GDPR).

In accordance with GDPR, the school does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected.

Data sharing

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

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Interview Panel – members of staff and possibly a Governor
- Shropshire Council – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants

Your rights regarding personal data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Be informed of how we use your personal data
- Request access the personal data we hold
- Request that your personal data is amended if inaccurate or incomplete
- Request that your data is erased where there is no compelling reason for its continued processing
- Request that the processing of your data is restricted
- Object to your personal data being processed

To exercise any of these rights, please contact our data protection officer.

Concerns regarding school processing data

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance by contacting our Data Protection Officer:

Dawn Aston, Oxon CE Primary School, Racecourse Lane, Shrewsbury, SY3 5BJ. Tel: 01743 351948. Email: admin@oxon.shropshire.sch.uk

Alternatively, if you don't feel your concern has been actioned, you can make a complaint to the Information Commissioner's Office (ICO) at <https://ico.org.uk/concerns/>