

Tomlinscote School & Sixth Form College

A Specialist Language College



PRIVACY NOTICE (Job Applicant)

We, **Tomlinscote School**, are a data controller for the purposes of the General Data Protection Regulations (GDPR), 2016. We collect personal information from and about you.

As part of any recruitment process, the school collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses the data and to meeting its data protection obligations.

What information does the school collect?

- Personal information, such as your name, address, contact details, email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration, including benefit entitlements
- Whether or not you have a disability for which reasonable adjustments during the recruitment process are required
- Information about your entitlement to work in the UK
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

How is the information collected?

The information is collected in various ways:

- Application form
- Equality monitoring form
- CV
- Passport
- Identity documents
- Interview
- Online assessments

In addition, information may be collected from third parties

- References from previous and current employers
- Information from criminal record checks

How is the data stored?

The data will be stored in a variety of ways, including application records, IT Systems and HR management systems.

Why do we need the data?

The school needs the data in order to;

- Process the data prior to agreeing a contract of employment.
- Process the data to ensure it is complying with legal obligations, such as checking the right to work in the UK
- Checking the ID of the candidate
- Manage the recruitment process, assess and confirm candidates suitability for employment and decide to whom to offer a job
- To respond to and defend any legal claims
- To make reasonable adjustments for candidates who have disability
- To seek information about criminal convictions and offences through the Disclosure and Barring Service.
- Monitor equal opportunities

Who has access to the data?

The information is shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team and interviewers involved in the recruitment process.

The school does not share the data with third parties unless your application for employment is successful and an offer of employment is made. The school will then share your data with former employers to obtain references, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain the necessary criminal record checks.

How is your data protected?

Internal policies and controls are in place to ensure data is not lost, accidentally destroyed, misused or disclosed and is not accessed except by appropriate employees. This includes IT access restrictions, secure office and confidential shredding services.

How long is the data kept?

We will hold your personal data for the duration of your employment. The periods for which your data is held after the end of your employment are set out in the Information Management Toolkit for Schools (IRMS), which is available at:

https://c.ymcdn.com/sites/irms.site-ym.com/resource/collection/8BCEF755-0353-4F66-9877-CCDA4BFEEAC4/2016_IRMS_Toolkit_for_Schools_v5_Master.pdf

We also adhere to the Guide to the General Data Protection Regulations (GDPR), which is available at:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/>

If your application is unsuccessful, the data will be deleted and destroyed after the date specified in the IRMS.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personal file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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 the Data Protection Officer at Surrey Heath Education Trust.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer at Surrey Heath Education Trust, on dataprotection@tomlinscoteschool.com.