

I. Privacy notice for candidates

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 **candidates going through a recruitment process**.

We, Yealmpstone Farm Primary School, are the 'data controller' for the purposes of data protection law.

Our data protection officer is LA (see 'Contact us' below).

The personal data we hold and process:

In order to manage your application, it is a requirement for the School to process certain information about you. We will only process your information as necessary for the purposes of dealing with your application or as is required by law or regulatory requirements, so not all of the purposes described within this document will apply to you all of the time.:

- Application Form and/or CV: Contact details, contact preferences, date of birth, address, employment history, qualifications.
- Equal opportunities and diversity Information: such as ethnicity, gender, disability, sexual orientation, nationality.
- Interview Documents: including face to face interviews, phone interviews or video interviews, behavioural assessments or any other assessments as a result of the interview process.
- References: Any previous dates and location of employment, disciplinary matters/previous employment issues.
- Incidental CCTV images captured in school
- For successful candidates: Pre-employment screening information e.g (Enhanced) DBS.

During the recruitment process we also may capture further sensitive information about you e.g disability information. We will only do this in order to ensure that we are aware of, and can make reasonable adjustments to enable to support candidates to apply for roles.

Why we use this data

- Support and provide for a fair and equitable recruitment process.
- Monitor and report on recruitment processes.
- Provide appropriate support to candidates.
- Assess the quality of processes
- Comply with the law regarding data sharing

Our legal basis for using this data

We only collect and use candidates' personal data when the law allows us to. Most commonly, we process it where the School has a 'Legitimate Interest' in using the data. Less commonly, we may also process candidates' personal data in situations where:

- We have obtained consent to use it in a certain way

- We need to protect the individual's vital interests (or someone else's interests)

Where we have obtained consent to use candidates' personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using Candidates' personal data overlap, and there may be several grounds which justify our use of this data.

How we store this data

We keep personal information about Candidates while they are attending our school. We may also keep it beyond their attendance at our school if this is necessary in order to comply with our legal obligations. Our Records Management Policy sets out the length of time for each of these data file types. This can be found by contacting our school through admin@yfps.co.uk.

Data sharing

We do not share information about candidates with any third party without 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 candidates with:

- Those employees who would have managerial responsibilities for the candidate or are acting on their behalf
- Employees working in HR or who have HR responsibility for HR processes.
- *Our local authority – to meet our legal obligations to share certain information with it.*
- *Employees in IT and systems access*
- *Police forces, courts, tribunals – to comply with legal requirements.*
- *Professional bodies – to meet the requirements for schools set out by the secretary of state.*

Candidates' rights regarding personal data

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you or you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances. Individuals also have a right to update their records to maintain their accuracy. You also have a right to request erasure or ask us to cease processing personal information we hold about you if there is no longer a legal ground for us to process this information. This may apply to information where we have obtained your consent and you wish to withdraw and erase that consent.

If you would like to make a request for transmission of data, or to update records, please contact our data protection officer.

Other rights

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

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

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

Complaints

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 (our Headteacher) in the first instance.

If the School do not resolve your concerns in the first instance, you can make a complaint, via our data protection officer (DPO): lizeasterbrook@plymouth.gov.uk

If your complaint remains unresolved, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact us on 01752 343411

This notice is based on the [Department for Education's model privacy notice](#) for the school workforce, amended to reflect the way we use data in this school.

Chair of Governors

Sign.....

Print.....

Date