Rebuilding Confidence. Restoring Futures.

Job Applicants Privacy Notice

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The Sage School

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Introduction

Under data protection law, individuals have a right to be informed about how The Sage School uses 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 job applicants. The Sage School is the data controller for the purposes of data protection law.

Our Data Protection Officer (DPO) is Gemma Fulcher.

The personal data we hold

Personal data that we may collect, use, store and share (when appropriate) about job applicants may include, but is not restricted to:

- Full name and address
- 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 may include information about (where applicable):

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

Why we use this data

We use this data to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications.
- Facilitate 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 legal basis for using this data

We only collect and use job applicant personal data when the law allows us to.

Most commonly, we process it where:

- We need to comply with a legal obligation
- We need it to perform an official task in the public interest.

Less commonly, we may also process job applicant 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Where we have obtained consent to use visitor personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.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 job applicant personal data overlap, and there may be several grounds which justify our use of this data.

Our basis for using Special Category data

For ‘Special Category’ data, we only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law:

- We have obtained explicit consent to use the special category personal data in a certain way
- We need to perform or exercise an obligation or right in relation to employment, social security or social protection law
- We need to protect and individual’s vital interests (i.e. protect a child’s life or someone else’s life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for the establishment, exercise or defence of legal claims
- We need to process it for reasons of substantial public interest as defined in legislation
- We need to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- We need to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest.

For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and one of the following conditions for processing as set out in data protection law. Conditions include:

- We have obtained consent to use it in a specific way
- We need to protect an individual’s vital interests (i.e. protect a child’s life or someone else’s life), in situations where they are physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by the data subject
- We need to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- We need to process it for reasons of substantial public interest as defined in legislation.

Collecting this information

While the majority of information we collect about job applicants is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from a job applicant, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

How we store this data

We keep personal information about job applicants for the recommended time period as per the retention schedule set out in our Data Protection Policy.

Data sharing

We do not share information about job applicants 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 visitors with:

- Our Local Authority – to meet our legal obligations to share certain information with it, so that it can carry out its statutory duties
- Suppliers and services providers – to enable them to provide the service we have contracted them for
- Polices forces, courts, tribunals – to meet our legal obligations to share information with them.

Job Applicant rights regarding personal data

Job Applicants have a right to make a subject access request to gain access to personal information that the school holds about them.

If a valid subject access request is made, and if we do hold data about the job applicant, 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.

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 decision 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 the Data Protection Officer, via gfulcher@thesageschool.co.uk.

Complaints

We take complaints about out collection and use of personal information very seriously. If you think our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about out data processing, please raise this with us in the first instance.

To make a complaint, please contact the Data Protection Officer, via gfulcher@thesageschool.co.uk.

Alternatively, you can make a complaint to the Information Commissioner's Office:

Online: https://ico.org.uki/concerns/

Tel: 0303 123 1113

Address: Information Commissioner's Office, Wycliff 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:

Gemma Fulcher - Data Protection Officer, via gfulcher@thesageschool.co.uk.

Tel: 01354 572449

Address: The Sage School, 19C Longhill Road, March, Cambridgeshire, PE15 0BL

Links to other Policies / Procedures

- Data Protection Policy