



## **Job Applicant Privacy Notice**

**Data controller:** Liscard Primary School, Withens Lane, Wallasey, CH45 7NQ

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

### **What information does the school collect?**

The school collects a range of information about you. This includes, but may not be limited to:

- your name, address and contact details, including 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 the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The school collects this information in a variety of ways. For example, data might be contained in application form, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment

The school will also collect personal data about you from third parties prior to appointment process such as references supplied by former employers. The school will seek information from third parties such as DBS Check and pre-employment medical check, once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

### **Why does the school process personal data?**

The school needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

Where the school relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The school processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The School also processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For roles in a school there is a statutory requirement to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The school will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to data?**

Your information will be shared internally for the purposes of the recruitment exercise. This includes those involved in administering recruitment process, shortlisting and interviewing panel and business admin staff if access to the data is necessary for the performance of their roles.

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

The organisation will not transfer your data outside the European Economic Area.

### **How does the school protect data?**

The school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Access to documents and electronic systems is restricted and all involved understand the importance of confidentiality and data handling.

### **For how long does the organisation keep data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel 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.

### **Your rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Joanne Johnson, School Business Manager [businessmanager@liscard.wirral.sch.uk](mailto:businessmanager@liscard.wirral.sch.uk)

You can make a subject access request by completing the organisation's Subject Access Request form.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring

purposes and there are no consequences for your application if you choose not to

## **Privacy Notice Addendum Re: Collecting Medical Data during the Coronavirus (COVID-19) Pandemic**

1.1 The law on protecting personally identifiable information, known as the General Data Protection Regulation (GDPR), allows Liscard Primary School to use the personal information collected from staff/parents/carers and pupils. This includes special category data such as medical data.

1.2 Due to this pandemic, we may need to ask for data that you have not previously supplied. This data will be collected for, and on behalf of Liscard Primary School to allow appropriate decisions to be made regarding assessing ability to return to school and ensure that appropriate measures are put in place to allow for this safe return.

1.3 Liscard Primary School, additionally may need to collect data about individuals that they reside with in order to factor in appropriate considerations for their wellbeing.

1.4 All data collected by Liscard Primary School will be processed in accordance with our retention, destruction, data protection and data security policies. For further information these can be found on the School's website.

1.5 The legal bases for using your data in these circumstances will be either (a) with your consent, (b) where it is necessary to process this data for the 'vital interests' of yourself or another person, (c) for the reasons of substantial public interest, (d) where it is necessary to assess the working capacity of an employee or (e) where it is in the interests of public health.

1.6 In the current pandemic, we may need to share select data with others. This can be with the NHS and emergency services, public authorities as well as other stakeholders. This will only be done where it is necessary and proportionate for us to do so.