



The Heights Primary School

Privacy Notice for Job Applicants

For the purposes of the EU General Data Protection Regulation (“GDPR”) The Heights Primary School “the school” is a Data Controller.

The Heights Primary School is committed to protecting and respecting your privacy. This Privacy Notice (together with any other documents referred to herein) sets out the basis on which the personal data collected from you, or that you provide to the school, will be processed in connection with our recruitment process. Where you apply for a job opening posted by the school, these Privacy Notice provisions will apply to the processing of your personal information.

Your Personal Information

How we collect your Personal Information

The school will collect your personal information as a job applicant, in the following ways:

- From the application form you need to complete to apply for a post. Both teaching and non-teaching application forms can be found on the school website in the vacancies section or can be obtained by emailing recruitment@theheightsprimary.co.uk.
- From any email messages that you may send us regarding your job application.
- From telephone calls that we may have with you regarding your job application.
- From the referees you provide on your application form.

The Information the school collects from you

The school will collect and process some or all of the following types of information from you, if you apply for a job role:

- Details provided on the application form such as name, email address, address, qualifications, experience, information relating to your employment history, skills and experience.
- We may process details about previous names if you provide that information to the school.
- If you are applying for a teaching post we will collect and process your DFE reference number.
- All roles at The Heights Primary School are exempt from the Rehabilitation of Offenders Act 1974. As such we are obliged to collect and process details of any previous criminal convictions, cautions or bindovers.
- If you contact the school we may keep a record of that correspondence, particularly if you contact us via email.
- Confirmation of dates and nature of previous employments from your referees. We may also collect an opinion from your referees about your past employment performance and suitability for the role you have applied for.



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- Your suitability to work with children – this information will be collected from your “Working with Children Referee”

How we use your information

Lawful basis for processing

We process your data in order to:

- perform an official task in the public interest.
- to make sure we meet the requirements of The Education Act 1996.
- to ensure that we comply with Keeping Children Safe in Education Guidance.

We use your data:

- to meet the requirements of the law regarding data sharing and safeguarding.

Additionally we process your responses to our questions about criminal convictions as it is in our in the public interest to do so and we are obliged to process this data under the Rehabilitation of Offenders Act (Exceptions) Order 1975.

Purposes of processing

We use the information held about you in the following ways:

- To consider your application in respect of a role for which you have applied.
- To communicate with you in respect of the recruitment process.
- To contact your referees.
- To provide information to the interview panel prior to interview.

Automated decision making/profiling

We do not use any form of automated decision-making when considering your application for a role. All decisions are made by staff or Governors, having read your application and any references.

How Your Personal Data is stored

Security

We take appropriate measures to ensure that all personal data is kept secure including security measures to prevent personal data from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal data to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected data security breach. We will notify you and any applicable regulator of a suspected data security breach where the school is legally required to do so.



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Where your data is stored

The data we collect about you is stored in the following locations:

- Paper copies of your application form, correspondence with the school and references are stored in a folder in a secure location in the school office.
- Electronic copies of your application form, correspondence and references may be stored on our file servers which are located within The Heights Primary School building. The servers are protected by appropriate security measures such as encryption, locked doors and anti-virus software.
- If you have emailed your application to the school it will be stored on our email system, GSuite for Education. We also use GSuite for file sharing, so your application may be shared securely using this platform with those who have a legitimate business interest in your application.

You can find out more about Google's commitment to compliance with data protection law here https://privacy.google.com/businesses/compliance/#?modal_active=none

How long we keep your personal data

We will hold your application and associated documents until the successful applicant for the role that you applied for has completed their probationary period.

If you are successful your application form and references will form the basis of your personnel file, in which case they will be held until the end of your employment + six years.

Your rights

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 school by emailing dataprotection@theheightsprimary.co.uk.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations



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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 the school in the first instance.

To make a complaint, please email dataprotection@theheightsprimary.co.uk.

Alternatively, 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 the school using the details below.

- Email: dataprotection@theheightsprimary.co.uk
- Our Data Protection Officer is:
SPS DPO Services
Email: sps-dpo-services@isystemsintegration.com