Privacy Notice (How we use applicant information)

This Privacy Notice has been written to inform prospective employees of Avishayes Primary School & Early Years Centre about what we do with your personal information.

Avishayes Primary School & Early Years Centre is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

What information do we collect and why do we require it?

As part of your job application the Trust will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- your name(s), title, contact details, address, and national insurance numbers
- ID documents
- eligibility to work
- previous employment history
- education and professional qualifications
- membership of professional or government bodies
- referee details
- equalities information (so that we can monitor workplace equality)
- any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- any other relevant information you wish to provide to us

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing workforce information are:

- *Article 6 (1) (b) Contract*: The Trust is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter into an employment contract
- *Article 9(2)(i):* The Trust is also legally required to collect some information as defined by employment law (i.e equalities and diversity)

Collecting this information

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- your nominated referees
- the disclosure and barring service
- the local authority

Data sharing

Generally, we will keep your personal data within the Trust but in some instances may be required to disclose your personal data to:

- third party assessment providers (in order to facilitate your suitability for a role)
- the local authority (who may assist the school with the recruitment process)
- our governing body

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

International transfers of personal data

We have audited where we store all the personal data processed in the Trust and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the Trust.

How we store this data

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention periods
If your job application is unsuccessful	Your information will be kept for six months

Your rights

How to access personal information we hold about you

Under data protection legislation, you have the right to request access to information about yourself that we hold. To make a request for your personal information, contact the Trust.

If we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and using it, and how long we will keep it for
- explain where we got it from
- tell you who it has been, or will be, shared with

Your other rights over your data

You have other rights over how your personal data is used and kept safe, including the right to:

- say that you don't want it to be used if this would cause, or is causing, harm or distress
- stop it being used to send you marketing materials
- say that you don't want it used to make automated decisions (decisions made by a computer or machine, rather than by a person)
- have it corrected, deleted or destroyed if it is wrong, or restrict our use of it
- claim compensation if the data protection rules are broken and this harms you in some way
- let you know if we are using your data to make any automated decisions (decisions being taken by a computer or machine, rather than by a person)

You may also ask us to send your personal information to another organisation electronically in certain circumstances. If you want to make a request, please contact our Data Protection Officer (see 'Contact').

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

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

Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: dposchools@somerset.gov.uk

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