



RECRUITMENT PRIVACY NOTICE

This Privacy Notice describes how the School collects and uses personal information about applicants during the recruitment process. This is in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA18) and applies to all candidates. This Privacy Notice explains the personal data that we collect from applicants and how their information is used. This Privacy Notice is specific to the processes carried out during the recruitment process.

Data Protection Principles

The School will comply with the data protection principles when gathering and using personal information, as set out in the School's Data Protection Policy and Privacy Notice.

About the Information we Collect and Hold

In connection with the application for work with us, the School will collect, store, and use the following categories of personal information about applicants:

- The information applicants have provided to us in their CV, application form and covering/support letter/email;
- Any information applicants provide during interview; and
- Information applicants provide in relation to their right to work documentation.

The School may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about applicants health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about applicants found online; and
- Information about race or ethnicity, religious beliefs, sexual orientation and political opinions.

The School collects this personal information from applicants (the candidate), Recruitment Agencies, Search consultants and other background check providers, named referees and data from third party publicly accessible sources, i.e. professional memberships.

The Legal basis for using applicants' data

We process personal data throughout the application on different legal bases:

Contract: Processing candidates' data is necessary to move the application forward before signing a contract of work. This concerns employment and pre-employment checks.

Legal Obligation: The law requires the School to check that candidates are entitled to work in the UK.

Processing Criminal Convictions and Sensitive Information: The School collects and holds sensitive information such as criminal convictions on the lawful bases of contract and legal obligation.

Why the School Processes Personal Data?

The School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from applicants allows the School to manage the recruitment process, assess and confirm candidates suitability for employment and decide to whom to offer a job. There may also be a need to process data from applicants to respond to and defend against legal claims. The School processes health information should there be a need to make reasonable adjustments to the recruitment process for candidates. This is to carry out obligations and exercise specific rights in relation to employment. Where the School 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. The School is required to carry out a criminal records check in order to satisfy that there is no criminal convictions' history which makes applicants unsuitable to the role. The School uses a third party to do this. We will not use applicants' data for any purpose other than the recruitment exercise for which applicants have applied. Regarding due diligence, the School is required to carry out online checks on all shortlisted candidates and this forms part of the pre-employment checks. This is also conducted by a third party.

Where information may be held

Information may be held on School premises in filing systems and on the School's servers. It may also be held by third party agencies, service providers and representatives.

How long we keep your Information

We keep the personal information that is obtained about applicants during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long information is kept will depend on whether the application, or the application being supported (e.g. as a referee), is successful and the candidate becomes employed by the School, the nature of the information concerned and the purposes for which it is processed.

Recruitment information (including interview notes) is kept for no longer than is reasonable, after which it will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise.

If the application is successful, the School will keep only the recruitment information that is necessary in relation to the applicants employment.

Your Data rights to correct and access your information and to ask for it to be erased

If applicants wish to correct or request access to information that the School holds relating to an application, or if they have any questions about this notice, candidates should contact the Data Protection and Compliance Officer (the Bursar). Applicants also have the right to ask for information held and processed to be erased ('the right to be forgotten') or not used in certain circumstances. The Data Protection and Compliance Officer will provide applicants with further information about their data rights, if requested.

Keeping your Personal Information Secure

The School has appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. This includes personal information being locked away, password protected or encrypted. Access to personal information is limited to those who have a genuine business need to know it. Those processing personal information will do so only in an authorised manner and are subject to a duty of confidentiality.

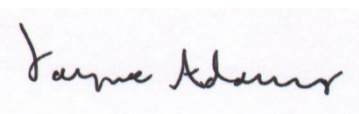
The School also has procedures in place to deal with any suspected personal data breach. The School will notify applicants and any applicable regulator of a suspected data security breach where legally required to do so.

How to Complain

It is hoped that the Data Protection and Compliance Officer can resolve any query or concern applicants raise about the School's use of an candidate's information. If not, applicants can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about their rights and how to make a formal complaint.

Walthamstow Hall policies are approved, ratified and reviewed regularly by the Governing Body in the light of statutory requirements.

Reviewed June 2023
Next Review Date June 2024



Signed:

..... Date:30 June 2023.....

Mrs J Adams
Chairman of the Governing Body