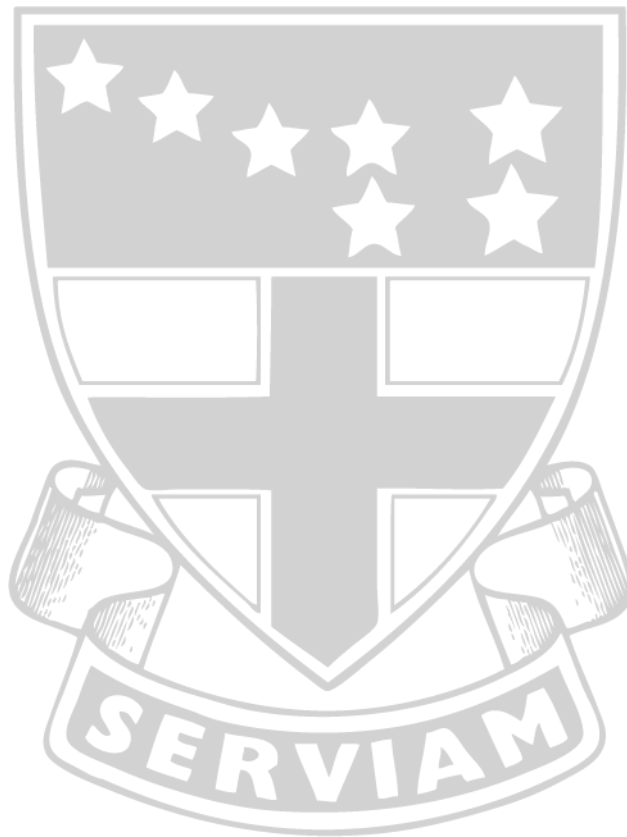


## **JOB APPLICANT PRIVACY NOTICE**



## **Appendix 2 - St Angelas Ursuline School – Job Applicant Privacy Notice**

St Angela's Ursuline School, St Georges Road, Forest Gate, E7 8HU is the **Data Controller**.

As part of any recruitment process, St Angela's Ursuline School collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting data protection obligations (GDPR).

### **What information does St Angela's collect?**

The school collects a range of information about you. This includes:

- 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 school 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 forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

In certain cases, St Angela's Ursuline School will also collect personal data about you from third parties, such as references supplied by former employers. St Angela's Ursuline School will seek information from third parties you provide details for on your application form or otherwise agreed.

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

### **Why does St Angela's process personal data?**

St Angela's Ursuline 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.

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.

On appointment where St Angela's Ursuline 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 will not use your data for any purpose other than the recruitment exercise for which you have applied.

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

Your information will be shared internally for the purposes of the recruitment exercise. This includes HR, interviewers & Senior Leaders involved in the recruitment process.

The school will not share your data with third parties other than those provided and agreed to provide references for you (ie. former employers).

The school will not transfer your data to countries outside the European Economic Area, regardless of the current or future status of the UK within the European Union.

### **How does St Angela's 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.

### **For how long does St Angela's keep data?**

If your application for employment is unsuccessful, the school will hold your data on file for 6 months after the end of the relevant recruitment process.

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 school to change incorrect or incomplete data;
- require the school 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 school is relying on its legitimate interests as the legal ground for processing;
- ask the school to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the school's legitimate grounds for processing data; and
- In certain instances, request that your personal data be deleted or rectified.

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

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

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.

**Contact & Further Information**

St Angela's has appointed Sarah Osun as the Data Protection Officer (DPO), the person with responsibility for data protection and compliance within the school.

You can contact the DPO if you wish to exercise any of your rights, have queries about this privacy notice, or requests for further information by email [datamanager@stangelas-ursuline.co.uk](mailto:datamanager@stangelas-ursuline.co.uk)

If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner. <https://ico.org.uk/>