Hawthorns Primary School
Privacy Notice
Recruitment and Volunteers

The EU General Data Protection Regulation (GDPR)

On the 25th May 2018 the General Data Protection Regulation (GDPR) will be applicable and the current Data Protection Act (DPA) will be updated by a new Act giving effect to its provisions. Before that time the DPA will continue to apply.

Data Controller

Hawthorns Primary School complies with the GDPR and is registered as a 'Data Controller' with the Information Commissioner's Office (Reg. No. Z7222358).

The Data Protection Officer (DPO) for the school is Mrs Debbie Levick.

We ensure that your personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary.

The Legal Basis for Processing Personal Data

- Your personal information will be processed in the administration of your application.
- It is processed where it is required by law or regulation.
- During the course of your application it may also be necessary to process your sensitive personal information. This processing will be carried out on the basis of consent - by completing an application form as part of a recruitment process or to become a volunteer you consent to the processing of your personal data.

The categories of personal data we are processing

- The information you provide in your curriculum vitae and covering letter or the information you provide on the application form (both in paper and electronic form), including:
    - name, title, address, telephone number, personal email address, national insurance number, date of birth, gender, ethnicity, disabilities, employment history and details of qualifications and experience
- Any notes made during interview and any additional information you provide to us during an interview process
- Any other information related to the recruitment process e.g. test results, right to work in the UK
- Information received from the Disclosure and Barring Service in respect of criminal convictions where this is a requirement of the role
- Information from the Health and Care Professional Council (or other relevant professional body) in respect of registration details where this is a requirement of the role
- Details of criminal convictions
- Information about your health
- Documents confirming identity
- Your named referees, from whom we collect the following categories of data:
    - Current employment history
    - Referee details

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How we collect and use information

We use this personal data to:

- Assess your skills, qualifications, and suitability for the role
- Carry out background and reference checks, where applicable and where required for the role
- To comply with equal opportunities
- To comply with immigration and money laundering legislation
- Communicate with you about the recruitment process
- Keep records related to our recruitment processes
- Comply with legal or regulatory requirements.

Who we share data with

We may pass data to:

- HR advisers / Organisational Change team
- The recruiting manager and other recruiting panel members
- IT staff if access to the data is necessary for performance of their roles
- The Disclosure and Barring Service where this is a requirement of the role
- The Health and Care Professional Council (or other relevant professional body) where this is a requirement of the role
- Other third-party organisations, as allowed by law
- School security systems, photo for staff identification badge
- Other partner agencies that provide services on our behalf
- HM Revenue and Customs
- UK Boarder or other public authority
- Our local authority
- The Department for Education

We will not share data with third-parties for marketing purposes

Retention Periods

Personal data will not be retained for longer than necessary in relation to the purposes for which they were collected. We will retain your personal information for a period of six months after we have communicated to you our decision about whether to appoint you to the role or within 12 months of the end of your volunteering role. After this period, we will securely destroy your personal information.

Rights

You have the right to:

1. be informed of data processing (which is covered by this Privacy Notice)
2. access information (also known as a Subject Access Request)
3. have inaccuracies corrected
4. have information erased
5. restrict processing

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6. data portability

7. intervention in respect of automated decision making (automated decision making is rarely operated within WSCC)

8. Withdraw consent (see below)

9. Complain to the Information Commissioner's Office (See below)

To exercise any of these rights please contact The Data Protection Officer.

Withdrawal of Consent

Where personal data is processed on the basis of consent, you have the right to withdraw that consent.

Complaints to ICO

If you are unhappy with the way your request has been handled, you may wish to ask for a review of our decision by contacting the DPO.

If you are not content with the outcome of the internal review, you may apply directly to the Information Commissioner for a decision. Generally, the ICO cannot make a decision unless you have exhausted our internal review procedure. The Information Commissioner can be contacted at:

The Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

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