Job Applicant Privacy Notice

West Heath School is aware of its obligations under the General Data Protection Regulation (GDPR) towards job applicants and is committed to processing your data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and hold on you as a job applicant. It also sets out how we use that information, how long we keep it for and other relevant information about your data.

Data controller details
The School (also referred to as "The Company'') is a data controller, meaning that it determines the processes to be used when using your personal data. Our contact details are as follows:

West Heath School
Ashgrove Road
Sevenoaks
Kent
TN13 1SR

Data protection principles
In relation to your personal data, we will:

- process it fairly, lawfully and in a clear, transparent way
- collect your data only for reasons that we find proper for the course of your employment in ways that have been explained to you
- only use it in the way that we have told you about
- ensure it is correct and up to date
- keep your data for only as long as we need it
- process it in a way that ensures it will not be used for anything that you are not aware of or have consented to (as appropriate), lost or destroyed

Types of data we process
As a job applicant, we may hold many types of data about you, including but not limited to:

- your personal details including your name, address, date of birth, email address, phone numbers
- your photograph
- gender
- whether or not you have a disability
- information included on your application form including references, education history and employment history
- documentation relating to your right to work in the UK
- driving licence

- self-disclosure information

How we collect your data
We collect data about you in a variety of ways including the information you would normally include in an application form or a cover letter, or notes made by our HR Manager or recruiting managers during a recruitment interview. Further information will be collected directly from you when you complete forms after accepting a job offer, or at the start of your employment, for example, bank and next of kin details. Other details may be collected directly from you in the form of official documentation such as your driving licence, passport or other right to work evidence.

In some cases, we will collect data about you from third parties, such as employment agencies, or former employers when gathering references, or credit reference agencies.

Personal data is kept in personnel files or within the Company's HR and IT systems.

Why we process your data
The law on data protection allows us to process your data for certain reasons only:

- in order to perform the employment contract that we are party to
- in order to carry out legally required duties
- in order for us to carry out our legitimate interests
- to protect your interests; and
- where something is done in the public interest.

All of the processing carried out by us falls into one of the permitted reasons. Generally, we will rely on the first three reasons set out above to process your data.

We need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the Company. We have set these out below:

- making decisions about who to offer employment to
- making decisions about salary and other benefits
- assessing training needs
- applying for criminal record certificates from the Disclosure & Barring Service (DBS).
- dealing with legal claims made against us

Criminal conviction data
We will collect criminal conviction data where it is appropriate given the nature of your role and where the law permits us. This data will be collected at the recruitment stage only after you are shortlisted , however, may also be collected during your employment should you be successful in obtaining employment. We use criminal conviction data in the following ways:

- making decisions about who to offer initial employment to
- safeguarding of the students in our care
- preventing fraud.

Any criminal conviction data/self-disclosure information may be discussed with you throughout the recruitment process including at interview.

We rely on the lawful basis of carrying out legally required duties and our legitimate interests to process this data.

If you do not provide your data to us
One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data, we may not able to process, or continue with (as appropriate), your application if you do not provide your data.

Sharing your data
Your data will be shared with colleagues within the School where it is necessary for them to undertake their duties with regard to recruitment. This includes, for example, our HR Manager, recruiting managers and other colleagues who are responsible for screening your application and interviewing you, the IT department where you require access to our systems to undertake any assessments requiring IT equipment.

In some cases, we will collect data about you from third parties, such as employment agencies.

Your data will be shared with third parties if you are successful in your job application. In these circumstances, we will share your data in order to:

- undertake pre-employment screening
- apply for criminal record certificates from the Disclosure & Barring Service (DBS).

Data transfers outside the European Union
We do not share your personal data with bodies outside of the European Economic Area.

Protecting your data
We are aware of the requirement to ensure your data is protected against accidental loss or disclosure, destruction and abuse. We have implemented processes to guard against such.

Third parties must implement appropriate technical and organisational measures to ensure the security of your data.

How long we keep your data for
In line with data protection principles, we only keep your data for as long as we need it for and this will depend on whether or not you are successful in obtaining employment with us.

If your application is not successful, we will keep your data for 6 months once the recruitment exercise ends.

At the end of this period, we will delete or destroy your data, unless you have already withdrawn your consent to our processing of your data in which case it will be deleted or destroyed upon your withdrawal of consent.

If we have sought your consent to keep your data on file for future job vacancies, and you have provided consent, we will continue to keep your data on file until you withdraw your consent.

If your application is successful, your data will be kept and transferred to the systems we administer for employees. We have a separate privacy notice for employees, which will be provided to you.

Automated decision making
No decision will be made about you solely on the basis of automated decision making (where a decision is taken about you using an electronic system without human involvement) which has a significant impact on you.

Your rights in relation to your data
The law on data protection gives you certain rights in relation to the data we hold on you. These are:

- the right to be informed. This means that we must tell you how we use your data, and this is the purpose of this privacy notice
- the right of access. You have the right to access the data that we hold on you. To do so, you should make a subject access request
- the right for any inaccuracies to be corrected. If any data that we hold about you is incomplete or inaccurate, you are able to require us to correct it
- the right to have information deleted. If you would like us to stop processing your data, you have the right to ask us to delete it from our systems where you believe there is no reason for us to continue processing it
- the right to restrict the processing of the data. For example, if you believe the data we hold is incorrect, we will stop processing the data (whilst still holding it) until we have ensured that the data is correct
- the right to portability. You may transfer the data that we hold on you for your own purposes
- the right to object to the inclusion of any information. You have the right to object to the way we use your data where we are using it for our legitimate interests

- the right to regulate any automated decision-making and profiling of personal data. You have a right not to be subject to automated decision making in way that adversely affects your legal rights.

Where you have provided consent to our use of your data, you also have the unrestricted right to withdraw that consent at any time. Withdrawing your consent means that we will stop processing the data that you had previously given us consent to use. There will be no consequences for withdrawing your consent. However, in some cases, we may continue to use the data where so permitted by having a legitimate reason for doing so.

If you wish to exercise any of the rights explained above, please contact Becky Finch, Head of HR on 01732 460553 or whs.headofhr@westheathschool.com

Making a complaint
The supervisory authority in the UK for data protection matters is the Information Commissioner (ICO). If you think your data protection rights have been breached in any way by us, you are able to make a complaint to the ICO.

Data Protection Officer
The School's Data Protection Officer is **SPS DPO Services**. They can be contacted on

- *E*mail: sps-dpo-services@isystemsintegration.com
- Correspondence address: iSystems Integration, Devonshire House, 29-31 Elmfield Road, Bromley, Kent BR1 1LT