Privacy notice
How we use recruitment information

February 2020
STATUTORY
Our Vision, Aims and Values at Someries Infant School

Every child deserves the best education

VISION

We believe anything is possible and children have the right to be provided with a creative, innovative and exciting education. We inspire lifelong learners who are confident discoverers, explorers and creators, live our values and embody our two simple rules: work hard and be nice to people.

AIMS

We aim to be the best that we can be and live our values in all that we do. We aim to meet the needs of the Twenty-first Century child through providing a rich and purposeful learning environment which progressively develops children's knowledge and skills. We want to ensure all children know what it means to truly work hard and be nice to people.

VALUES

Everything at our school is underpinned by our core values of:
Respect • Determination • Responsibility • Patience
Hope • Belonging • Honesty • Excellence
Cooperation • Courage • Inspiration • Friendship
The Quality of Education at Someries Infant School

Prime Learning Challenges
We offer a tailored educational experience that incorporates dynamic learning opportunities across a broad range of subjects to help pupils grow on their individual learning journey.

Building and Applying Knowledge
We provide a responsive and incremental curriculum which builds progressively upon prior understanding whilst challenging pupils through identified next steps in learning.

Impact and Influence
Guided by our school values, pupils become assured and confident individuals who have the independence and resilience needed to help them achieve their potential and be the best that they can be before taking the next step on their educational journey.
Data protection

Under data protection law, individuals have a right to be informed about how the school uses any personal data we hold about them. We comply with this right by providing ‘privacy notices’ to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

Successful candidates should refer to our privacy notice (how we use school workforce information) for information about how their personal data is collected, stored and used. This privacy notice is available on our school website at www.someriesinfants.co.uk/GDPR.

Who processes your information?

Someries Infant School is the data controller of the personal information you provide to us. This means that the school determines the purposes for which, and the manner in which, any personal data relating to its school workforce is to be processed. Michael Scott acts as a representative for the school with regard to data controller responsibilities.

Michael Scott is the data protection officer. His role is to oversee and monitor the school’s data protection procedures and to ensure they are compliant with the General Data Protection Regulation (GDPR). He can be contacted on 01582 414 545 or via head@someries.infantluton.co.uk.
The categories of personal information that we collect, process, hold and share

We process data relating to those applying to work at our school.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into ‘special categories’ of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we collect and use this information

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to.

Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else’s interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.
Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storing this information

Personal data we collect as part of the job application process is stored in line with our Data Protection Policy.

When it is no longer required, we will delete your information in accordance with our agreed data retention schedule.

Who we share this information with

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a head teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as human resources and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Requesting access to your personal data

Individuals have a right to make a ‘subject access request’ to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- give you a description of it
- tell you why we are holding and processing it, and how long we will keep it for
- explain where we got it from, if not from you
- tell you who it has been, or will be, shared with
- let you know whether any automated decision-making is being applied to the data, and any consequences of this
- give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.
Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe.

You have the right to:

- object to the use of your personal data if it would cause, or is causing, damage or distress
- prevent your data being used to send direct marketing
- object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- in certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner’s Office:

- 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:

Michael Scott
Head Teacher
Someries Infant School
Wigmore Lane
Luton
Bedfordshire
LU2 8AH

e-mail: head@someries.infantluton.co.uk
Telephone: 01582 414 545
Implementation

The school’s Deputy Head Teacher is responsible for ensuring the school’s privacy notice remains compliant with relevant legislation.

The implementation of this policy is the responsibility of all staff.

Reviews

- **Date of publication:** May 2018
- **Reviewed:** February 2020
- **Review date:** February 2022