



Privacy notice for prospective employees

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

This list is not exhaustive.

We collect and use your information for the following reasons:

- To comply with Safer Recruitment Regulations
- To inform the application process

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task
- Employment matters (including obtaining references, probation period reports, appraisals, attendance, conduct, personal development, internal post applications, interviews, appointments and promotions, leave and sickness absence, grievance issues and complaints, including academic misconduct investigations and employee disciplinary actions)

We collect your personal information via the following methods:

- Application Forms
- Reference request questionnaires

Whilst the majority of information that you provide to us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice. We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school's Records Management Policy, which can be requested from the Headteachers PA. For more information about how we securely store your information, please speak to the DPO Mrs Paula Field.

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so. Where it is legally required or necessary, we may share your information with the following:

- The LA – to meet legal obligations to share certain information, e.g. safeguarding concerns
- Ofsted – to evidence the school's recruitment process and equality of opportunity

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you
- Object to the processing of your information that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing.
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

- Seek compensation, either through the ICO or the courts

If you want to request access to the personal information we have about you, please contact Mrs Paula Field by emailing pfield@stgregoryshigh.com or telephoning the school on 01925 574888. If you are concerned about the way we are collecting or using your information, please raise your concern with the Mrs Field, the school's DOP in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

If you require further information about how we and/or the DfE store and use your personal data, visit the Gov.UK [website](#), or download our Data Protection Policy and Records Management Policy.