

WEATHERHEAD HIGH SCHOOL

Recruitment Privacy Notice

Privacy notice – how the school uses prospective employees' information

As part of your application to us we will gather and use information relating to you. Information that we hold in relation to individuals is known as their 'personal data'. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations. We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as processing.

What categories of information are processed?

The categories of personal information that we process up to and including the shortlisting stage include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnicity
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. application form, details of referees, employment history, salary information
- Details of any support or assistance you may need to assist you because of a disability if selected for interview
- Whether you are related to any member of our workforce or governing body

Following shortlisting stage and prior to making a final decision:

- Documentation relating to employment checks
- References from your current or previous employers, including details of any grievance or performance issues, punctuality and attendance information
- Information relating to any relevant criminal background, required as part of our safer recruitment obligations
- Results of any online searches of digital platforms, in accordance with Keeping Children Safe in Education statutory guidance (Sept 2022)

If an offer of employment is made:

- Confirmation of your academic and professional qualifications*
- Information obtained via the DBS application process*
- Evidence of your right to work in the UK status, including information from related supporting documents*
- Evidence of your fitness to work checks*
- If you are a teacher, results of necessary background checks including checks with the Teaching Regulation Agency about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks*
- If you hold Qualified Teacher Status, checks will also be made regardless of whether you are appointed to a teaching or non-teaching role*
- For some posts a Section 128, Prohibition from Management check*
- Equal Opportunities Monitoring Data

* In order to enter into your contract of employment you are required to provide the categories listed above to enable us to verify your right to work and suitability for the position. Without

providing us with this information, or if the information is not satisfactory we will not be able to proceed with any offer of employment.

If you are employed by us the information we collect may be included on our Single Central Register. A further privacy notice in relation to the data we collect, process, hold and share about you during your employment will be issued to you on appointment

Why do we collect and use your information?

Under the UK General Data Protection Regulation (UK GDPR), we process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- To assess your suitability for the role you are applying for
- To facilitate safer recruitment
- To inform the development of recruitment and retention policies
- To review our recruitment performance
- To check that you are eligible to work in the UK and that you are not prohibited from teaching or management in a school
- To fulfil our obligations under the public sector equality duty under the Equality Act 2010.

Some of the information we collect, use, store and share (when appropriate) falls into 'special categories' of more sensitive, personal data. This includes but is not limited to:

- Race, ethnicity, religion, sexual orientation, political beliefs
- Medical information including disability and access requirements
- Photographs and CCTV images captured in school

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- Processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment
- Processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent

How do we collect your information?

We collect your personal information via the following methods:

- Emails
- Letters
- Application forms
- Online searches of digital platforms
- Questionnaires
- Local Authorities

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, 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.

How do we store your information?

We will hold information relating to your application only for as long as necessary. 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 found on our website: <https://weatherheadhigh.co.uk/wp-content/uploads/2021/09/Records-Management-Policy.pdf>

If you are successful then how long we need to hold onto any information will depend on the type of information.

If you are unsuccessful we will hold your personal data for a period of six months, after which time it is securely disposed of.

We have in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

Who do we share your information with and why?

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

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

- Our local authority, Wirral, to meet our legal obligations to share certain information with it e.g. safeguarding concerns
- Professional advisors e.g. HR and legal advisers to enable them to provide the service we have contracted them for e.g. HR and recruitment support

If successful, a further privacy notice in relation to the data we collect, process, hold and share about you during your employment will be issued to you on appointment

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

What are your rights?

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

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Claim compensation for damage caused by a breach of data protection rights

If you want to request access to the personal information we have about you, please contact Mrs N Rogers, Data Protection Officer in writing or via email at DPO@weatherheadhigh.co.uk.

How to withdraw consent

Where the school processes your personal data with your consent, you have the right to withdraw your consent at any time.

To withdraw consent to us processing your data please contact Mrs N Rogers, Data Protection Officer in writing or via email at DPO@weatherheadhigh.co.uk.

Concerns or complaints

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the Information Commissioners Office at <https://ico.org.uk/concerns/>.

Recruitment Privacy Notice last updated September 2022

Weatherhead High School