



ST CHRISTOPHER'S SCHOOL
(Including EYFS and Before and After-School Care)

RECRUITMENT PRIVACY POLICY

As part of the staff recruitment process for St Christopher's School ("the School"), the School will collect and process personal information relating to those individuals applying for employment with the School ("applicants"). The School is committed to being transparent about how it collects and uses that information and to meeting its information protection obligations.

This privacy notice is non-contractual and can be amended at any time.

1. What personal information does the School collect?

The School collects a range of information about applicants. This includes:

- (a) Name, title, address, marital status, gender and contact details, including email address and telephone number;
- (b) Date of birth;
- (c) Details of qualifications, skills, experience and employment/education history
- (d) Application form, covering letter, interview notes, correspondence relating to the outcome of the recruitment process; and
- (e) Information on current salary, including benefit entitlements.

The School may collect this information directly from applicants in a number of ways. For example, information may be contained in Application Form, obtained from their passport or other identity documents, or collected through interviews or other forms of assessment.

In line with safer recruitment regulations when working in a school, the School may collect information before an offer of employment has been made, for example references supplied by former employers for teaching posts, employment agencies, and information from employment background check providers and information from criminal record checks as required by statutory recruitment regulations.

The School may sometimes collect additional information from publicly available sources, such as social media sites, for example, LinkedIn.

The School may also process information about:

- (a) An applicant's entitlement to work in the UK;
- (b) Whether or not the applicant has a disability for which the School needs to make reasonable adjustments during the recruitment process;
- (c) Information on unspent criminal convictions.

2. Why does the School process an applicant's personal information?

The School needs to process information prior to deciding whether to offer employment, which may be an invite to attend an interview. It may also need to process their information to enter into an employment contract with them.

In some cases, the School needs to process information to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The School has a legitimate interest in processing personal information during the recruitment process and for keeping records of the process. Processing information from applicants allows the School to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer employment. The School may also need to process information from applicants to respond to and defend against legal claims.

3. How is your personal information used by the School?

The School will use an applicant's personal information in the following ways (this list is not exhaustive):

- (a) Making a decision about recruitment or appointment;
- (b) Managing the recruitment process; and
- (c) Ensuring compliance with legal requirements.

The School will use an applicant's 'special categories' of sensitive personal information in the following ways (this list is not exhaustive):

- (a) It will use a passport and other right to work documentation to check that they are legally entitled to work for the School;
- (b) It may also collect information about whether or not an applicant is disabled to make reasonable adjustments for candidates who have a disability; and
- (c) The School is legally obliged to seek information about criminal convictions and offences.

4. Who has access to an applicant's information?

Information may be shared internally for the purpose of the recruitment process to those who need to know that information. This includes members of the recruitment team and interviewers involved in the recruitment process. If an application is successful, the successful applicant's information will also be shared with the Bursar and their name will also be shared with the manager of the department with the vacancy and IT consultant for them to set up any IT equipment and user id's for them to be able to perform their duties and responsibilities. As an introduction just prior to joining the School applicant's name and job role and where you have come from will be announced in any School information document.

Except in the case of safer recruitment regulations when working in a school, the School will not share an applicant's information with any third parties, unless their application for employment is successful and it makes an offer of employment in which case for example the applicant's contact details may be shared with School's payroll provider.

During the application process, the School will not transfer any information outside the European Economic Area.

5. How does the School protect an applicant's personal information?

The School takes the security of all applicants' personal information very seriously. It has internal policies and controls in place to protect personal information against loss, accidental

destruction, misuse or disclosure, and to ensure that information is not accessed, except by employees in the proper performance of their duties. Personal information stored on the School's systems is secured by Windows Security to ensure only authorised users can access and use information.

Where the School engages third parties to process personal information on its behalf, and do so on the basis of written instructions, they are under a duty of confidentiality and are obliged to implement appropriate technical and other measures to ensure the security of information.

6. For how long does the School keep an applicant's personal information?

If an applicant's application for employment is unsuccessful, the School will hold their information on file for 6 months after the end of the relevant recruitment process.

If an applicant's application for employment is successful, personal information gathered during the recruitment process will be transferred to their personnel file and retained during their employment.

7. Data rights

Applicants have a number of data rights. They can:

- (a) Access and obtain a copy of their personal information on request;
- (b) Require the School to change incorrect or incomplete personal information;
- (c) Require the School to delete or stop processing their personal information, for example where the information is no longer necessary for the purposes of processing;
- (d) Object to or restrict the processing of their personal information where the School is relying on its legitimate interests as the legal ground for processing.

If an applicant wishes to exercise any of these rights they should contact the School Bursar. Some of these rights are not automatic, and the School reserves the right to discuss with the applicant why it might not comply with a request.

8. What if an applicant does not provide personal information?

Where provision of personal information is required for the School to enter into an employment contract with an applicant or is a statutory requirement (i.e. right to work), refusal to provide this information will prevent the School from being able to make an offer of employment.

9. Who should be contacted if an applicant has queries about the School's use of their personal information?

Any concerns or queries about the School's use of their personal information detailed in this policy should be referred to the School Bursar.

Reviewed: Sept 2019