



ST CATHERINE'S SCHOOL

— TWICKENHAM —



Recruitment and Selection - Data Privacy Statement

Introduction

As part of our recruitment process, St Catherine's collects and processes personal data relating to job applicants, ensuring this is handled in accordance with data protection legislation. This statement details how we collect and use your data and should be read in conjunction with the school's Data Protection Policy and Recruitment, Selection and Disclosure Policy and Procedure, which can be found on the school website.

What personal data do we collect

Your data may be stored in a range of systems and formats, including your recruitment file, IT management systems and the school email system. We will process a range of information collected from you, including the following:-

- Name, address and contact details, including email address and telephone number;
- Gender and date of birth;
- Details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- Information about your current level of remuneration, including benefit entitlements;
- Your country of domicile, nationality and entitlement to work in the UK;
- Identity documents, including passport number (or National Identity Card details) and driving license;
- Special category and criminal offence data, including equal opportunities monitoring information, whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Where permitted by law, we may hold information from criminal record checks;
- Personal data provided by third parties, such as references supplied by former employers, recruitment agencies.

Why do we process personal data?

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment. In order to comply with data protection legislation (GDPR 2018, and DPA 2018), the School needs a lawful basis to process your personal data. We use the following lawful reasons to obtain and use your personal data:-

- Contract - we need to process your personal data to take steps at your request, prior to entering into a potential employment contract with you.



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- Legal Obligation - in some cases, the school needs to process data 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, and is required to conduct several background checks in line with statutory safeguarding regulations.
- Legitimate Interest - the School has a legitimate interest in processing personal data during and after the end of the recruitment process, including running the recruitment process and maintaining and promoting equal opportunities within the workplace.

How do we protect your data?

The School takes the security of your data seriously and have internal policies and controls in place to ensure your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties. Where we engage with third parties to process personal data on our behalf, they do so on the basis of written instructions contained within a contract and are under a duty of confidentiality and obliged to implement appropriate technical and organisational measures to ensure the security of data.

Who may have access to personal data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the selection panel and other staff as is necessary from time to time, including the Network Manager.

If you are shortlisted, the School will share your data with current/former employers to obtain references and if you are offered employment, with third parties in order to obtain necessary criminal record checks. Any offer of employment the school gives is conditional upon the receipt of these satisfactory references and other background checks.

The School may also share your personal data with organisations where we have a legal obligation, contract or other legitimate interest to do so, including the Disclosure and Barring Service and law enforcement bodies.

How long we will hold personal data

Successful candidates' data will be held in accordance with the school Staff Privacy Notice and Data Protection Policy. Unsuccessful candidates' data will be held for a period of 12 months, where upon it will be confidentially destroyed.



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What if you do not supply your personal data?

You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

Right to Object/Concerns

You have the right to object to the way we process your data. To exercise this right, please contact the Bursar.

If you have concerns about the use of your personal data, the Information Commissioner's Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: www.ico.org.uk, or their helpline on 0303 123 1113, or in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.