

St Thomas CE Primary School

A family of faith & fellowship where everyone thrives

Astley Street
Leigh
WN7 2AS



Headteacher: Mr M Boyle

Deputy Head: Mrs C Royal

Tel: 01942 672730

Chair of Governors: Mrs A Davies

enquiries@admin.leighsaintthomas.wigan.sch.uk

A family of fellowship and forgiveness – “Love one another as I have loved you.” (John 13:34)

Privacy notice for prospective employees

St Thomas CE Primary School has a duty to inform you how we process your data that is in our control. This is a GDPR and Data Protection Act 2018 requirement.

What categories of information are processed?

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

Personal informant – name, contact details, National Insurance Number

Characteristics information – gender, age, ethnic group

Qualifications

Recruitment information – documentation relating to employment checks, references

This list is not exhaustive.

Why do we collect and use your information?

We collect and use your information for the following reasons:

To inform the development of recruitment and retention policies

To facilitate safer recruitment

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, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

How do we collect your information?

We collect your personal information via the following methods:

Application forms

Questionnaires

Whilst most of the information you provide 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.

Searches will be undertaken in line with KCSIE guidance' and provide the lawful basis (compliance with legal obligation under Section 175 of the Education Act 2002 (as amended), the Education (Independent School Standards) Regulations 2014, the Non-Maintained Special Schools (England) Regulations 2015 and the Apprenticeships, Skill, Children and Learning Act 2009 (as amended)).

How do we store your information?

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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. For more information about how we securely store and dispose of your information, please contact the school directly.

Who do we share your information with and why?

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: Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) regulations 2009 and the Equality Act 2010. 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 that we hold about you.

Restrict our processing of your personal data, i.e. permitting its storage but no further processing.

Object to direct marketing.

Have your personal data rectified if it is inaccurate or incomplete.

Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

Request the deletion or removal of personal data where there is no compelling reason for continued processing.

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 our DPO, Nicola Cook, email, nicola@schoolsdp.com

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

How to withdraw consent and lodge complaints

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

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting our DPO, Nicola Cook (as above).

How can you find out more information?

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If you would like to discuss anything in this privacy notice, please contact our DPO, Nicola Cook, (contact information above).

If you require further information about how we and / or the DfE store and use your personal data, please contact the school or visit the Gov.uk website.

Declaration

I (name of potential employee), declare that I understand.

The categories of my personal information that the school collects and uses.

The school has a lawful basis for collecting and using my personal information.

The school may share my information with the stated organisations.

The school does not share information about me with anyone without my consent, unless the law and the school's policies allow them to do so.

My information is retained in line with the school's Records Management Policy.

My rights to the processing of my personal information.

Name:

Signature:

Date: