



MAWNAN C OF E VA PRIMARY SCHOOL

PRIVACY NOTICE FOR JOB APPLICANTS

General statement

1. Under data protection law, individuals have a right to be informed about how Mawnan School uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.
2. This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.
3. We, Mawnan C of E VA Primary School, 42 Shute Hill, Mawnan Smith, Falmouth, TR11 5HQ are the 'data controller' for the purposes of data protection law (No Z7659661).
4. Our data protection officer is Johnathan Jenkins (ICT4).
5. Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. This is available on our school website www.mawnanschool.com

The personal data we hold

6. We process data relating to those applying to work at Mawnan School. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:
 - Contact details
 - Copies of right to work documentation
 - References
 - Evidence of qualifications
 - Employment records, including work history, job titles, training records and professional memberships.

7. We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):
 - Race, ethnicity, religious beliefs, sexual orientation and political opinions
 - Disability and access requirements.

Why we use this data

8. The purpose of processing this data is to aid the recruitment process by:
 - Enabling us to establish relevant experience and qualifications
 - Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
 - Enabling equalities monitoring
 - Ensuring that appropriate access arrangements can be provided for candidates that require them.

Our lawful basis for using this data

9. We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to comply with our legal obligation to keep our pupils and staff safe while on the school premises.
10. Less commonly, we may also process your personal data in situations where:
 - We need it to perform an official task in the public interest
 - We have obtained consent to use it in a certain way
 - We need to protect someone’s vital interests (save your life, or someone else’s)
11. Where we have obtained consent, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how to withdraw it.
12. Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

Collecting this information

13. Some of the information we collect from you is mandatory, and in some cases you can choose whether or not to provide the information to us.
14. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.
15. We will only collect the data that we need in order to fulfil our purposes, which are set out above.

How we store this data

16. Personal data we collect as part of the job application process is stored in line with our Data Protection Policy.
17. When it is no longer required, we will delete your information in accordance with our Record Retention Policy. This policy is available on our website - www.mawnanschool.com

Data sharing

18. We do not share information about visitors with any third party without consent unless the law and our policies allow us to do so.
19. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about visitors with:
 - Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
 - Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
 - Professional advisers and consultants

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights - How to access the personal information we hold about you

20. Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.
21. If you make a subject access request, and if we do hold information about you, we will:
 - Give you a description of it
 - Tell you why we are holding and processing it, and how long we will keep it for
 - Explain where we got it from, if not from you
 - Tell you who it has been, or will be, shared with
 - Let you know whether any automated decision-making is being applied to the data, and any consequences of this
 - Give you a copy of the information in an intelligible form

22. You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

23. If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

24. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict its processing
- Claim compensation for damages caused by a breach of the data protection regulations.

25. To exercise any of these rights, please contact our data protection officer.

Complaints

26. We take any complaints about our collection and use of personal information very seriously.

27. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

28. To make a complaint, please contact our data protection officer.

29. Alternatively you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Johnathan Jenkins (ICT4) – 01209 311344 – hello@ict4.co.uk