

Recruitment Privacy Notice

If you choose to apply for a post at Bishop Stopford School, we will collect and use information relating to your application. Information held in relation to an individual is known as “personal data”. This will include data obtained directly from you and data about you that we obtain from other people and organisations. We may have reasons to continue to hold personal data for a period of time after the recruitment process, even if the candidate is unsuccessful in securing a post. Anything that we do with personal data is known as “processing”.

This document sets out what personal data we gather and hold in relation to applications, why we process this data, who we share this data with, and your rights in relation to your personal data processed by us.

Categories of job applicant data we collect

We may collect, hold, share and otherwise use the following information about you during the application process.

Up to and including shortlisting stage:

- your name and contact details (address, home and mobile phone numbers, email address)
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests
- if disclosed, your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs
- information regarding your criminal record
- details of your referees
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

Following shortlisting stage, and prior to making a final decision

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers
- confirmation of your academic and professional qualifications
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information
- medical check to indicate fitness to work
- a copy of your driving licence (or other appropriate documentation on the Home Office list)
- if you are a teacher, the National College of Teaching and Leadership (“NCTL”) Teachers Services data about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions), and equal opportunities’ monitoring data.

Where do we get your personal data from?

Depending on the position that you have applied for, we may collect this information from you, your referees (details of whom you will have provided), your education provider, any other relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office, during the recruitment process and the forms of assessment therein, Occupational Health and CCTV.

In addition, we may carry out an online search as part of our due diligence on the shortlisted candidates to identify any publicly available issues we may wish to explore at interview. We do this in line with the guidance in section 221 of [Keeping Children Safe in Education 2022](#).

Any search conducted will be proportionate to assessing the candidate’s suitability to work in a regulated activity and with appropriate safeguards.

Why do we collect and process your personal data?

We will process your personal data to safeguard and promote your welfare, promote the objectives and interests of the Academy, facilitate our efficient operations and to ensure all our legal obligations are complied with. For example, we collect data to:

- decide on whether to appoint you
- checking your suitability to be our employee
- facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- identify you and safely evacuate the premises in the event of an emergency
- enable equalities monitoring
- ensure appropriate access arrangements can be provided for job applicants who require them
- send you communications relating to your job application
- comply with health and safety obligations
- maintain and promote equality
- monitor recruitment statistics
- receive advice from external advisors and consultants
- respond to and defend legal claims

The Lawful Bases on which we Process Personal Data

We only collect and use personal data when the law and our policies allow us to do so. We process general category data where the processing is necessary:

- to take steps before entering a contract with you
- to comply with a legal obligation
- to protect your vital interest or that of another person.
- to perform a task in the public interest or for our official functions, and this task or function is lawful

We may process special category data:

- to protect your vital interests or those of another person where you/they are physically or legally incapable of giving consent
- if relevant personal data are manifestly made public by the data subject
- for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity
- where it is necessary for reasons of substantial public interest, based on domestic law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject
- where the processing is necessary, where applicable, for preventative or occupational medicine to assess the working capacity of the employee or to obtain a medical diagnosis
- for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

Some of the reasons listed above for collecting and using personal data overlap, and there may be several grounds that justify our use of this data.

Consent

We will ask for consent to process personal data where there is no other lawful basis for processing it.

In limited circumstances, we may approach you for your written consent to allow us to process 'special category' data (e.g. to obtain a pre-employment health check). If we do so, we will provide you with full details of the information that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

Where we rely solely on your consent as the lawful basis for processing, you have the right to withdraw consent at any time. Withdrawal of consent does not affect the legitimacy of processing before consent is withdrawn.

Criminal Proceedings/Convictions or Child Protection/Safeguarding Issues.

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations.

We envisage that we will hold information about criminal convictions if such information comes to light during the recruitment process or following Disclosure and Barring Service checks.

Where appropriate, such information may be shared with external agencies such as the child protection team at the Local Authority, the Local Authority Designated Officer and/or the Police.

Such information will only be processed to the extent that it is lawful to do so, and appropriate measures will be taken to keep the data secure.

Failure to provide information.

The majority of job applicant data provided to us is mandatory; some is provided to us voluntarily. To comply with the UK General Data Protection Regulation, we will inform you whether you are required to provide certain information to us, if you have a choice in this and what the possible consequences of failing to provide this personal data would be.

Change of Purpose

We will only use your personal information for the purposes for which it was collected unless we reasonably consider that we need to use it for another reason, and that reason is compatible with the original purpose.

If we need to use your personal information for an unrelated purpose we will notify you and we will explain the lawful basis which allows us to do so or seek your consent before processing commences.

Storage and retention of personal data

We will hold your personal data only for as long as necessary to fulfil the purposes we collected it for, including to satisfy any legal, accounting, insurance or reporting requirements. For further detail, please refer to the Information and Records Management Society Retention Guidelines for Academies.

CCTV

CCTV is in use at various locations in and around the Academy premises.

The purpose of the system is to prevent crime and promote security and stakeholder safety. If in the event of viewing CCTV for a specified purpose, a disciplinary matter is observed, the CCTV can and may be used to support an investigation.

We do not need to ask individuals' permission to use CCTV, but we make it clear where individuals are being recorded. Security cameras are visible and accompanied by prominent signs explaining that CCTV is in use. CCTV images will be retained for 28 days. After this period images will be permanently deleted unless they are required and retained for an ongoing investigation, for example, if an incident or crime has been recorded. In such cases, the images will be retained until the conclusion of any actions or criminal proceedings arising from the incident. Any enquiries about the CCTV system should be directed to enquiries@bishopstopford.com.

Who will we share your personal data with?

We do not share job applicant data with anyone without consent unless the law and our policies allow us to do so. Where it is legally required, or necessary (and it complies with data protection law), we routinely share job applicant data with:

- HR
- the recruitment/interview panel
- the line manager for the area with the vacancy
- the IT manager, if access to the data is necessary for them to carry out their roles

If you are successful in being offered the post the Academy will share your personal data with employment background check providers, the Disclosure and Barring Service and our Occupational Health provider to obtain the necessary background, criminal records and health checks (see above).

Transferring Data Outside The UK

We do not routinely share data with organisations outside the UK. Where this may be necessary, for example if your last teaching position was overseas and we need to undertake the necessary checks, we may transfer data with your explicit consent and with appropriate safeguards.

We will not transfer personal data outside the UK unless such transfer complies with the UK GDPR. This means that we cannot transfer any personal data outside the UK unless:

- The Secretary of State has decided that another country or international organisation ensures an adequate level of protection for personal data
- One of the derogations in the UK GDPR applies (including if an individual explicitly consents to the proposed transfer).

Data Security

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

In addition, we limit access to your personal information to those employees, consultants, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions, and they are subject to a duty of confidentiality.

We have in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Your data subject rights

You have the right to:

- make a Subject Access Request (SAR) (see below)
- withdraw your consent to processing based solely on consent, at any time

- ask us to rectify, erase or restrict the processing of your personal data, or object to the processing of it (in certain circumstances)
- prevent the use of your personal data for direct marketing
- challenge processing which has been justified based on public interest
- request a copy of agreements under which your personal data is transferred outside of the United Kingdom
- object to decisions based solely on automated decision-making or profiling. (The Academy does not use automated decision-making and/or profiling in any of its processes and procedures)
- prevent processing that is likely to cause damage or distress
- be notified of a data breach in certain circumstances
- complaint to the ICO
- ask for your personal data to be transferred to a third party in a structured, commonly used and machine-readable format (in certain circumstances).

For more information about your data subject rights please see [here](#).

Subject Access Requests

Under data protection legislation, individuals have the right to request access to their personal data held by the Academy. Subject Access Requests may be made in writing or verbally.

If you would like to make a SAR concerning your personal data it would be helpful, though not mandatory if this could be made in writing to the Academy, including:

- your name and contact address
- your email address and telephone number
- details of the information required.

For more information please see the policy and procedure on the Academy's website and the ICO guidance [here](#)

Exercising Other Data Subject Rights

If you wish to review, verify, correct or request the erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Academy in the first instance (details below).

The Right to Withdraw Consent

Where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, and there is no other applicable lawful basis for processing the data, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Academy in writing

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another lawful basis for doing so. Please note, the withdrawal of consent does not affect the legitimacy of the processing before the withdrawal.

Your duty to Inform us of change

The personal information we hold about you must be accurate and current. Please keep us informed if your personal information changes during the recruitment process

Concerns and complaints

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

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. If you have any concerns that we are not able to resolve to your satisfaction, you can contact our Data Protection Officer at the address below

Finally, you can register your concern with the UK's data protection regulator - the Information Commissioner's Office:

- Report a concern online [here](#)
- Call 0303 123 1113
- Or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Data Controller:	Bishop Stopford School
Email:	enquiries@bishopstopford.com
Phone:	01536 503503
Address:	Headlands, Kettering, Northants NN15 6 BJ
Data Controllers Representative:	Jill Silverthorne

Position: Headteacher
Email: enquiries@bishopstopford.com
Internal Data Protection Lead: Arthur Harwood
Email: aharwood@bishopstopford.com
Phone: 01536 503503
External Data Protection Officer: Dee Whitmore. The Schools People
Email: DPOService@schoolspeople.co.uk
Phone: 01773 851078
Address: The Schools People, 44 Tyndall Court, Peterborough. PE2 6LR.

Changes to this Privacy Notice

This Notice will be reviewed every year or as necessary in response to changes in Data Protection legislation. We reserve the right to update this Privacy Notice at any time, and we will provide you with a new Privacy Notice when we make any substantial updates.

We may also notify you in other ways from time to time about the processing of your personal information.

Effective Date: February 2023

Last update: February 2023

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