



JOB APPLICATION PRIVACY NOTICE

Introduction

As part of any recruitment process, Claires Court Schools (the School) will collect, use and hold ("process") personal data relating to job applicants. This makes the School a data controller of your personal information, and this Privacy Notice sets out how we will use that information and what your rights are.

The School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

Who this document applies to

All prospective applicants who may be employed or engaged by the School to work.

About this document

This Job Application Privacy Notice explains how the School collects, uses and shares (or "processes") personal data of applicants, and your rights in relation to the personal data we hold.

How we collect your information

We may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once you have been shortlisted, and, where possible, references will be obtained before interview. Data will be stored in a range of different places, including on your application record, on our HR management systems and on other IT systems (including email).

The types of information we collect

We may collect the following types of personal data about you:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK.

The bases for processing your personal data, how that data is used and whom it is shared with

(i) Entering into, or fulfilling, our contract with you

We need to process data to take steps at your request prior to entering into a contract with you. We may also need to process your data to enter into a contract with you.



(ii) Legitimate Interests

We process your personal data because it is necessary for our legitimate interest. Our "legitimate interests" includes processing data from job applications to allow us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

(iii) Legal Obligations

We also process your personal data for our compliance with our legal obligations. In this respect, we use your personal data for the following:

- references (of which one should be from current or most recent employer);
- verification of your identity (name, date of birth and current address);
- verification of your eligibility to work in the UK;
- verification of your medical fitness relevant to the post applied for;
- verification of qualifications;
- verification of professional status where required e.g. QTS status (unless properly exempted);
- a check of the DBS Barred Lists for regulated activity (formerly DfE List 99) (NB: Barred List checks will usually be carried out prior to an offer of appointment being made);
- for posts involving childcare as defined under the Childcare Act 2006, completion of a declaration in relation to disqualification, including "by association" ;
- (for teaching posts) verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999); and,

(iv) Special categories of data

We process special categories of personal data (such as data concerning disability) or criminal convictions and allegations for the reasons set out below, we may collect information about:

- whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability ;
- any criminal convictions or offences committed by an applicant, to check their suitability for the role they have applied, and to comply with the School's legal obligations.

Sharing your information with others

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless you are shortlisted for the post; we will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks to comply with our regulatory obligations.

How do we protect your data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not

Job Application Privacy Notice



accessed except by our employees in the proper performance of their duties.

How long your information is kept

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 (twelve) months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a Staff Privacy Notice, which is included in the staff handbook.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Claires Court Schools is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact Hugh Wilding at HSW@clairescourt.net or 1 College Avenue Maidenhead, Berks, SL6 6AW.

Requests that cannot be fulfilled

You should be aware that the right of access is limited to your own personal data, and certain data is exempt from the right of access. This will include information which identifies other individuals, or information which is subject to legal privilege (for example legal advice given to or sought by the School, or documents prepared in connection with a legal action).

You may have heard of the "right to be forgotten". However, we will sometimes have compelling reasons to refuse specific requests to amend, delete or stop processing your personal data: for example, a legal requirement, or where it falls within a legitimate interest identified in this Privacy Notice. All such requests will be considered on their own merits.

Contact and complaints

If you are not satisfied with how we are processing your personal data, or how we deal with your complaint, you can make a complaint to the Information Commissioner: www.ico.org.uk. The ICO does recommend you seek to resolve any issues with the data controller initially prior to any referral.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Claires Court Schools 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.

Last reviewed: September 2024
Next review: September 2025
Reviewed by: HSW/HR