



## BURY CHURCH OF ENGLAND HIGH SCHOOL RECRUITMENT PRIVACY NOTICE

Bury CE High School is a 'Data Controller' as defined by Article 4 (7) of the General Data Protection Regulations (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation. This privacy notice sets out how we handle your personal data when you apply for a job vacancy.

### Information we process during your application

As part of your job application, Bury Church of England High School will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

#### Up to and including shortlisting stage:

- your name and contact details (i.e. address, phone numbers, email address), national insurance number
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), teacher number (if applicable), membership of professional bodies and interests
- your gender, ethnic origin and disability
- details of your referees
- whether you are related to any member of our staff or governors
- details of any support or assistance you may need to assist you at the interview because of a disability
- equal opportunities' monitoring data (this page of the application is removed, and the data is recorded anonymously prior to applications being submitted to the shortlisting panel).

#### Following shortlisting stage:

- 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\*

#### At interview:

- confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- 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\*
- a copy of appropriate documents presented as confirmation of your identity and address such as your driving licence, passport or other documentation as listed on the Home Office list;\*
- if you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers Services 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).\*

#### At the offer of employment and prior to making a final decision:

- medical check to indicate fitness to work\*

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect will be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### Our legal basis for using your data

We process personal data throughout the application on different legal bases.

- **Contract** Processing your data is necessary to move your application forward before signing a contract of work. This concerns employment or pre-employment checks.
- **Legal obligation** The law requires us to check that candidates are entitled to work in the UK.
- **Public task** When we carry out vetting for some roles, we must process personal data to perform a task that's in the public interest.
- **Processing criminal convictions and sensitive information** We collect, use and hold sensitive information such as criminal convictions on the lawful bases of contract, legal obligation and public task.

### Processing special category data

Personal data is defined as 'special category' when it reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership. It includes: - genetic data - biometric data that uniquely identifies a person - data concerning health - data concerning someone's sex life or sexual orientation.

Some special categories of personal data, such as information about health or medical conditions, are processed to comply with employment law and health and safety obligations (such as those in relation to employees with disabilities).

The school also processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief. This is done for the purposes of equal opportunities monitoring and in accordance with its Public Sector Equality Duty in accordance with the Equality Act.

Some of the reasons we process such data on applicants include:

- Legal claims. The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisers and insurers.
- For equal opportunities monitoring.
- For medical reasons to ensure that we comply with our health and safety obligations to you.

### Why we need your data

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching; and
- so that we can monitor applications for posts in the school to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010.

### How your personal information is collected

We usually collect your personal information when you enter it in on your application form. We might also collect information from third parties.

These include:

- former employers and people named by candidates as references;
- your education provider;
- the Disclosure and Barring Service (DBS);
- the Home Office; and
- any relevant professional body.

### Data sharing

We will not share information gathered during your application process with third parties, other than professional advisors such as legal or HR advisors.

### Data security

We have put in place measures to protect the security of your information.

Third parties will only process your personal information on our instructions and where they have agreed to treat the information confidentially and to keep it secure.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we only give access to your personal information to those employees, agents, contractors and other third parties who need to work on your recruitment process.

We have put 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.

### **Data retention**

If your job application is successful, your information will be kept on your personnel file and retained for 6 years after the date your employment with us ceases.

If your job application is unsuccessful, your information will be kept for six months from the date of appointment of the successful candidate and then securely destroyed.

### **Your rights**

You have the right to:

- request access to your personal information (known as a 'data subject access request') - you'll receive a copy of the personal information we hold about you, so you can check that we are lawfully processing it. It also allows you to request an electronic copy of any data you have provided in a structured, commonly used and machine-readable format;
- request that we correct incomplete or inaccurate personal information that we hold about you
- request we delete or remove your personal information - you can do this when there is no good reason for us to keep it - you can ask us to delete or remove your personal information where you have exercised your right to object to processing (see below);
- withdraw your consent for any data processed under the lawful basis of consent (see below);
- object to the processing of your personal information where we are relying on the legal basis that we are carrying out our public task (see legal bases above); and
- request we restrict the processing of your personal information - you can ask us to stop processing your personal information, for example if you want us to establish its accuracy or the reason for processing it.

To make any of these requests or to ask us to transfer a copy of your personal information to another party, contact the school: [dpo@burychurch.bury.sch.uk](mailto:dpo@burychurch.bury.sch.uk)

### **Accessing your data**

You will not have to pay a fee to access your personal information or to exercise any of the other rights. However, if your request for access is clearly unfounded or excessive we may:

- charge a reasonable fee
- refuse the request

In some cases we will need some information to confirm your identity. This is to ensure that your personal information is not disclosed to someone who has no right to access it.

### **Questions and complaints**

Our Data Protection Officer provides advice and monitors Bury Church of England High School's use of personal information. If you have any questions about this privacy notice or concerns about how your personal data has been handled, please contact the DPO:

Data Protection Officer, Bury CE High School, Haslam Brow, Bury, BL9 0TS  
Email: [dpo@burychurch.bury.sch.uk](mailto:dpo@burychurch.bury.sch.uk)

If you have a complaint, you can also contact the Information Commissioner, who is an independent regulator set up to uphold information rights. You can contact the Information Commissioner's Office directly at <https://ico.org.uk/concerns/>

### **Changes to this privacy notice**

We may change this privacy notice. Any changes to this privacy notice will apply to you and your data immediately. If these changes affect how your personal data is processed, we will take reasonable steps to let you know.