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**Millhouse Primary School**

**Privacy notice for job applicants**

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, Millhouse Primary School, Lee Lane, Millhouse Green, Sheffield, are the ‘data controller’ for the purposes of data protection law. Mrs. K. Gray acts as a representative for the school with regard to its data controller responsibilities; she can be contacted on 01226 763019 or [k.gray@millhouseprimary.co.uk](mailto:k.gray@millhouseprimary.co.uk)

Our data protection officer is Tim Pinto (see ‘Contact us’ below).

**The personal data we hold**

We process data relating to those applying to work at our 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

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**

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**

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

* Comply with a legal obligation
* Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

* You have given us consent to use it in a certain way
* We need to protect your vital interests (or someone else’s interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school’s use of your data.

**Collecting this information**

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

**How we store this data**

Personal data we collect as part of the job application process is stored in line with our data protection policy.

When it is no longer required, we will delete your information in accordance with our record retention schedule. A copy of this is available on request.

**Data sharing**

We do not share information about you with any third party without your 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 may share personal information about you with third parties including:

* *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*
* *Employment and recruitment agencies*

**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 personal information we hold about you**

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact k.gray@millhouseprimary.co.uk / data protection officer (contact details below).

You also have the right to:

* object to processing of personal data that is likely to cause, or is causing, damage or distress
* prevent processing for the purpose of direct marketing
* object to decisions being taken by automated means
* in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
* claim compensation for damages caused by a breach of the Data Protection regulations

**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 concern about our data processing, please raise this with us in the first instance.

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

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**:

Tim Pinto

tpinto@esafetyoffice.co.uk