



**Cokethorpe**  

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**SCHOOL**

# Recruitment Privacy Notice (Staff Employment)

September 2024

Reviewed: September 2024  
Next Review: September 2025

## RECRUITMENT PRIVACY NOTICE (STAFF EMPLOYMENT)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. We are required to notify you of this information, under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

### **Who Collects the information**

Cokethorpe School ('School') is a 'data controller' and gathers and uses certain information about you.

### **Data Protection Principles**

We will comply with the data protection principles when gathering and using personal information, as set out in the School's Privacy Notices.

### **About the information we collect and hold**

Part 1 of the Schedule below summarises the information we collect and hold up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

Part 2 of the Schedule below summarises the additional information we collect before making a final decision to recruit, ie before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

We seek to ensure that our information collection and processing is always proportionate. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

### **Where information may be held.**

Information may be held at our offices and third-party agencies, service providers, representatives and agents as described above.

### **How long we keep your information.**

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the School's Privacy Notices. Further details on our approach to information retention and destruction are available in our Guidelines on the Storage of and Retention of Records.

### **Your rights to correct and access your information and to ask for it to be erased.**

Please contact our Head of Data Protection, Mrs Harriet Stapleton, who can be contacted [ajc@cokethorpe.org](mailto:ajc@cokethorpe.org) if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask our Data Protection Officer for some but not all of the information we hold and process to be erased (the 'right to be forgotten') in certain circumstances. Our Data Protection Officer will provide you with further information about the right to be forgotten, if you ask for it.

### **Keeping your personal information secure**

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

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

### **How to complain**

We hope that our Head of Data Protection can resolve any query or concern you raise about our use of your information. If not, contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.

## **Schedule – About the information we collect and hold**

### **Part 1 – Up to and including the shortlisting stage**

The School will collect the following information from you in order to carry out a fair, loyal and legitimate recruitment process:

- Your name, contact details ie address, home and mobile, phone numbers, email addresses
- Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests
- Information regarding your criminal record
- Details of your referees
- For shortlisted candidates we may carry out online searches to highlight any issues we may need to discuss at interview with regard to suitability for working with children.

### **How we use and may share the information:**

The School may share the information you provide in order to update you on the progress of your application:

- To inform the relevant manager or department of your application
- To make an informed recruitment decision
- To carry out statutory checks
- To carry out a fair recruitment process.

### **Part 2 – Before making a final decision to recruit**

The School will collect the following information from you and others:

- 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
- Academic and professional qualifications
- Details regarding criminal record
- Nationality and immigration status, right to work in the UK from ID documents such as passport.
- A copy of your Driving licence having viewed the original.

### **How we use and may share the information:**

- To comply with regulatory obligations and carry out statutory checks
- Information shared with relevant managers and HR
- To make an informed recruitment decision
- Driving licence information may be shared with our insurers.