

Privacy Notice - Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Recruitment records for applicants							
What personal data do we need from you?	Name	Address		Date of Birth		Next of Kin		
	NI Number	Bank Details		Recruitment papers		Pre-employment check information		
	Pensions data	Religion information		Current/ Most recent employment information		Employment history		
	Qualifications	Reference information		Recruitment monitoring information		Disability information		
	SD2 form disclosure of convictions							
Who will be using your Personal Data?	Who is the Data Controller ?			St Benedict's Catholic College				
	Who is the Data Controller's Data Protection Officer ?			Lauri Almond (Essex County Council).				
	Are there any Data Processors ?			Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	
	Who are they?			N/A				
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :			Employment				
	The Legal Condition(s) :			<ul style="list-style-type: none"> Employment, Social Security, Social Protection 				
Who else might we share your data with?	DBS Service, Local Authority.							
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No.							
How long will your data be kept?	When will it stop being used?			If unsuccessful we will keep this for 6 months.				
	How long after this will it be deleted?			If unsuccessful we keep for date of appointment of successful candidate + 6 months. If successful we keep for employment term + 7 years.				
	This is detailed in our retention schedule and it point 2.1							
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:			Employment law				
	This is what could happen if you refused to let us use your data for this purpose:			Unable to process application/ look to employ applicant				
If your information leaves the country			No personal information is routinely available outside of the UK. Should a transfer of personal information be necessary we will only do so where it is permitted by law and where appropriate safeguards are in place.					

As you are not giving your data directly to us:	This is who is giving us your personal data:	Previous employer, DBS service, Occupational Health, NCTL, Referees provided to us by candidate.			
	This is a source of personal data open to anyone	Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us	Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability/safeguarding checks, religion information, qualifications, reference information, recruitment monitoring information including ethnicity, disability information, prohibition and qualifications checks			

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address Essex County Council. County Hall. Chelmsford. CM1 1QH

Email IGS@essex.gov.uk

Phone Number 0333 032 2970

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Online Or visit ico.org.uk or email casework@ico.org.uk

Phone Number 0303 123 1113

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