

Privacy Notice – Recruitment Records

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 potential employees	
What personal data do we need from you?	<p>We collect information when recruiting to vacant posts. The information is likely to include:</p> <ul style="list-style-type: none"> • Name • Contact Details • Education History • Employment History • Vetting information • Referee Contact Details • Proof of Identity (e.g. Drivers licence, passport) • Proof of right to work in UK where required • National Insurance Number • Proof of professional qualifications <p>The records may also contain special category personal information, for example:</p> <ul style="list-style-type: none"> • Additional Needs (for interview purposes) • Proof of right to work in UK where required 	
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?	
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) :	The legal basis's we rely on when using this personal information is our Legitimate Interests and Legal Obligation. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Substantial Public Interest.
Who else might we share your data with?	<p>Sometimes we may share this personal information, for example with one or more of the following:</p> <ul style="list-style-type: none"> • Health providers • Referees • Regulatory bodies • Professional Associations • Disclosure and Barring service 	
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?	No	
If your information leaves the country	<p>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.</p> <p>For information about your rights in relation to this use of your personal information please see section 5 of our overarching privacy notice.</p>	
How long will your data be kept?	When will it stop being used?	For unsuccessful candidates this information will be retained for a minimum of one year. Successful candidates' information will become

		part of their employee record (see first section of this notice – Employee Records).						
	How long after this will it be deleted?	For unsuccessful candidates this information will be retained for a minimum of one year. Successful candidates' information will become part of their employee record (see first section of this notice – Employee Records).						
		¹ Subject to exceptions – please refer to the school's Retention Schedule a copy of this is available from the school office.						
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:				The school is the data controller for this information. Data processors support this activity through the provision of systems. The legal basis's we rely on when using this personal information is our Legitimate Interests and Legal Obligation. If you would like a copy of the Legitimate Interest Assessment we have completed for this activity, please contact the school office. The legal basis we rely on for the special category personal data is Substantial Public Interest.			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to interview and potentially employ			
As you are not giving your data directly to us:	This is who is giving us your personal data:				This information is generally provided by you, and sometimes it is provided by others, such as: <ul style="list-style-type: none"> • Previous employers • DBS service • Occupational Health providers 			
	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, DOB, Contacts, references from previous employers, medical reports, employment suitability/safeguarding checks, Pensions and payroll data, prohibition and qualifications checks, ethnicity, religion			
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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