

Lawnswood School Privacy Notice for Job Applicants

Under UK 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 Lawnswood School.

We, Lawnswood School, are the 'data controller' for the purposes of UK data protection law.

Please see below for details of our Data Protection Officer.

Successful candidates should refer to our Data Privacy Notice – Staff for information about how their personal data is collected, stored and used. Please contact the school should you wish to receive a copy of this.

HOW WE USE EMPLOYEE INFORMATION

We collect and use data relating to those applying to work at our school under the principle of the General Data Protection Regulations (GDPR), which states that data is used for "specified, explicit and legitimate purposes". 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, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Race, ethnicity, religion, sexual orientation and political opinions
- Disability and access requirements

WHY WE COLLECT AND USE THIS INFORMATION

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 students
- Enabling equalities monitoring

- Ensuring that appropriate access arrangements can be provided for candidates that require them

THE LAWFUL BASIS ON WHICH WE PROCESS THIS INFORMATION

We lawfully process this information 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 (or someone else's) vital interests

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

STORING THIS INFORMATION

Personal data we collect as part of the job application process is stored, in line with regulations, for as long as necessary.

When it is no longer required, we will delete your information in accordance with our Data Retention Policy.

WHO WE SHARE THIS INFORMATION WITH

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, Leeds City Council – 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 employment, supply agencies, recruitment support

- Professional advisers and consultants
- Employment and recruitment agencies

REQUESTING ACCESS TO YOUR PERSONAL DATA

Under data protection legislation you have a right to request access to information that we hold about you.

To make a request for your personal information please submit a request in writing, either by letter or email, to the Data Protection Officer (contact details below) including:

- Name of individual
- Correspondence address
- Contact number and email address
- Details of the information requested

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage and 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
- Claim compensation for damages caused by a breach of the data protection regulations

Individuals have the right to complain about the way in which an organisation processes their personal data. This is the first stage, before the Information Commissioner will consider a personal data complaint. Please see our Complaints Policy for further information, which is available on the school's website.

There is also a right to make a complaint to the Information Commissioner, but complaints should be raised with us first by contacting the school at jennie.hill@elawnswood.co.uk.

We will acknowledge your complaint within 30 days and respond without undue delay.

The ICO is contactable at: www.ico.org.uk

Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
0303 123 1113

FURTHER INFORMATION

If you would like to discuss anything in this privacy notice, please contact:

WNTAI Services Ltd (DPO)

dpo@wntai.co.uk

c/o Lawnswood School, Ring Road, West Park. LS16 5AG