



Wilson's School: Recruitment Privacy Notice

(How we use information provided by prospective employees)

Wilson's School is the Data Controller for the use of personal data in this privacy notice. If you would like to discuss anything in this privacy notice, please contact: Data Protection Officer, Wilson's School, Mollison Drive, Wallington, Surrey, SM6 9JW dpo@wilsonsschool.sutton.sch.uk

As part of the recruitment process, Wilson's School (the School) collects and processes personal information relating to job applicants. The School works to ensure that personal data is processed fairly and lawfully, is accurate, is kept secure and is retained for no longer than is necessary. This Privacy Notice was last reviewed on **14 February 2022**.

The categories of information we collect

We process the following categories of information:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment and education history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process;
- information about your personal hobbies and interests;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, gender, health, and religion or belief.

This list is not exhaustive. It is recognised that some of the personal data we process is special category data.

Collecting and storing this information

The School collects this information in a variety of ways. For example, data might be contained in application forms, from your passport or other identity documents, or collected through interviews or other forms of assessment.

The School will also collect personal data about you from third parties, such as references supplied by current and former employers, information from employment background check providers and information from criminal records checks. The school may also perform an internet search and checks on social media applications. The school will seek information from third parties before interview unless you request us not to (this may be indicated on the application form).

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why we collect and use this information

In order to consider your application for employment the School needs to process your data. If your application is successful the School will need to process your personal data to enter into a contract with you.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

The School has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The School processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the school processes other special categories of data, such as information about ethnic origin, health or religion or belief, age, gender or marital status, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018.

For most roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and to comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct/the purposes of preventing or detecting unlawful acts.

If your application is unsuccessful, the school will keep your personal data on file in case there are future employment opportunities for which you may be suited. The school will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting Hazel Ware on hw@wilsonsschool.sutton.sch.uk

You are under no obligation to provide data to the school during the recruitment process. However, if you do not provide the information, the school may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK, satisfactory references and produce documentary evidence to support an application to the Disclosure and Barring Service for an enhanced clearance certificate. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Who has access to your information?

Your information will be shared internally for the purposes of the recruitment exercise. This includes personnel involved in HR and recruitment, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles in supporting the School's IT systems. If you have given your consent then the School may contact those you have named as a referee prior to interview to obtain references.

The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The school will then share your data with current and former employers or others you have named as a referee to obtain references for you, employment background check providers (where relevant) to obtain necessary background checks, our occupational health provider and the Disclosure and Barring Service to obtain necessary criminal records checks.

The school will not transfer your data outside the European Economic Area.

Storing your information

The school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

If your application for employment is unsuccessful, the school will hold your application on file for 12 months after the end of the relevant recruitment process. At the end of that period or once you withdraw your consent if earlier, your data is deleted or destroyed. In order to contact you about future employment opportunities that you may be interested in we would like to keep your name and basic contact details on file. Your consent for this is sought in the application form. You can withdraw your consent to this at any time.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing; and
- ask the school to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the school's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer (dpo@wilsonsschool.sutton.sch.uk). If you believe that the school has not complied with your data protection rights, you can complain to the Information Commissioner.