



CHISLEHURST SCHOOL FOR GIRLS

Policy Document

Policy Name: ***Privacy policy for Applicants***

Date of Last Review: May 2018

Date of Next Review: May 2019

Most Recent Updates:

SLT Responsible: CBu

Other Staff Contribution:



Chislehurst School for Girls

Outstanding International Link School

Ofsted 'Outstanding' Initial Teacher Training Lead School

"Aim Higher"

Headmistress: Mrs K. J. Raven B.A., M.A., NLE.



Privacy policy for Applicants

Chislehurst School for Girls ("the school") is the "controller" for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal data about you.

Our Data Protection Officer is: Mr C Burchell

As Data Protection Officer, he is responsible for informing and advising us about our data protection law obligations and monitoring our compliance with these obligations. He also acts as your first point of contact if you have any questions or concerns about data protection

As part of our candidate application and recruitment process the school collects, processes and stores personal information about you. We process this information for a range of purposes relating to the recruitment process and this may include your application, qualifications and your worker permissions.

This document sets out:

- i. Why we collect your personal information;
- ii. What information is collected and;
- iii. How it is processed within the recruitment process.

Throughout this Privacy Notice we use the term "processing" to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

1) Why do we collect your personal information?

In order to manage your application, we need to process certain personal information about you. The purposes for this are set out below. We only process your information as necessary for the purposes of progressing your application, as required by law or regulatory requirements, entry into a legal contract (if appointed):

Application: name, address, employment history, academic and professional qualifications, age, diversity (i.e. gender, ethnicity, disability), nationality, previous disciplinary matters).





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2) What personal information might we process?

- Name, work and home contact details
- Date of birth
- Education and work history
- Individual demographic information in compliance with legal requirements (such as passport/visa information, nationality, citizenship, disability, work permit, date of birth or gender)
- Health issues requiring adaptations to working environment
- Job title, grade and job history
- Disciplinary / grievance records
- Bank account details for salary payment purposes (if appointed)
- Expenses such as travel and expenses claimed from the school
- Skills and qualifications
- Training history
- Notes from face to face interviews

During the process we also capture some sensitive personal data about you (e.g. disability information). We do this in order to make reasonable adjustments to enable our candidates to apply for jobs with us to attend interviews and to ensure that we comply with regulatory obligations placed on us with regard to our hiring.

3) Who do we share your personal information with?

The school will need to share your personal information internally. Your information will only be shared if it is necessary or required (for example in order for interviews to be carried out by a panel or individuals).

The recruitment process will involve:

- Assessing and progressing your application,
- Assessing your suitability (skills, strengths, behaviours for the role)

To enable these processes your personal information may be shared internally, but the information shared is limited to what is required by each individual to perform their role in the recruitment process.

Your personal information may be shared internally with the following people:

- Those employees who would have managerial responsibility for you or are acting on their behalf;



Beaverwood Road, Chislehurst, Kent BR7 6HE Telephone: 020 8300 3156 Fax: 020 8300 3251

Email: office@chsfg.co.uk

Website: www.chislehurstschoolforgirls.co.uk



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- Employees in HR who have responsibility for certain HR processes
- Employees in IT and system owners who manage user access;
- The interview panel

The school may also need to share your information with certain external third parties including:

- Suppliers who undertake background screening on behalf of the school (criminal checking bureaus, occupational health checks etc.)
- Academic institutions (Universities, colleges, etc.) in validating information you've provided.

4) How do we protect your information?

Our HR and Recruitment systems are protected to ensure that unauthorised or unlawful processing of personal information, accidental loss or destruction of, or damage to, personal information does not occur.

Your personal information will be retained in accordance with the school's Policy (which means that we may hold some information after your application to the school is complete). Currently this may be held for up to 12 months in-case the school would wish to advise you directly of any other vacancies that might arise.

5) Your Rights

You are entitled to make a subject access request to see the information the school holds about you. You can also request changes to be made to incorrect or incomplete information. You can ask for information to be deleted or blocked or ask that we suspend processing your data if you legitimately think that the school shouldn't be processing that information or is processing it incorrectly.

6) Disclosure and Barring Services Check (DBS)

Given the nature of the school we have legal and regulatory obligations to ensure that the people we employ pose no threat to our students or staff. We therefore ask questions about any prior civil or criminal proceedings you may have been subject to and will also conduct Data Barring Service checks (DBS).



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7) Processing Conditions

The school's entitlement to process your personal information is governed by a number of processing conditions. This means that we may rely on more than one of these conditions in order to process elements of your personal information throughout the recruitment process.

- The school will process your personal information in the administration of your application.
- The school will also process your personal information where it is required by law or regulation or it is in the legitimate interests of the applicant or the school.
- During the course of your application it may also be necessary for the school to process your sensitive personal information as per the detail in section 2 of this notice. This processing will be carried out with your express consent which is captured as part of the recruitment process.

Equal Opportunities

Chislehurst School for Girls is an equal opportunities employer and committed to diversity in its workforce. This means that all job applicants and members of staff will receive equal treatment and that we will not discriminate on grounds of gender, marital status, race, ethnic origin, colour, nationality, national origin, disability, sexual orientation, religion or age.

As part of our commitment to equal opportunities we may from time to time use information provided by you for the purposes of diversity monitoring. All such information will be used on an anonymised basis.

Contact

If you have any enquires you can contact : Mr C Burchell via e-mail CBurchell@chsfg.co.uk

