Riverside Primary School - Applicant Privacy Notice

School/Trust	Riverside Primary School
Address	Ferry Road, Hullbridge, Hockley, Essex, SS5 6ND
Phone Number	01702 230911
Email	admin@riverside.essex.sch.uk
Data Controller	As above
Data Protection Officer	IGS
Data Protection Lead	Mr D Sage

As part of any recruitment process, Riverside Primary School collects and processes personal data relating to job applicants. Riverside Primary School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Riverside Primary School collect?
Riverside Primary School collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- your date of birth and national insurance number;
- details of your qualifications, skills, experience and education and employment history, including any breaks;
- information about your current level of remuneration, including benefit entitlements;
- any close personal relationships you have with those connected with our organisation;
- whether you have a disability for which Riverside Primary School needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK, criminal history and any disqualification or sanction imposed by a regulatory body in relation to working with children/teaching

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

Riverside Primary School will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers, the Teacher Regulation Agency and information from criminal records checks.

If you are shortlisted, Riverside Primary School will view data about you which is publicly available online for the purposes of identifying any concerns about suitability to work with children and to verify employment history. Information will not be retained after the recruitment decision is made.

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 does Riverside Primary School process personal data?
We process data from job applicants in order to undertake the recruitment process and, for the successful applicant, to enter into a contract of employment. In particular it is used to:

- administer the application, shortlisting and selection process
- assess your suitability to work with children and young people
- inform the development of recruitment and retention policies
- defend legal claims

We do not make recruitment decisions based on automated decision-making.

In some cases, Riverside Primary School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's identity and eligibility to work in the UK before employment starts and to undertake checks in relation to qualifications, prohibitions, disqualifications and to comply with the Department for Education's statutory guidance "Keeping Children Safe in Education in relation to other pre-employment checks. It is our policy, in line with this statutory guidance to request references at the shortlisting stage, in advance of interview.

Riverside Primary 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 Riverside Primary School to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Riverside Primary School may also need to process data from job applicants to respond to and defend against legal claims.

Riverside Primary 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. Pre-employment health screening is also required by Regulations.

Riverside Primary School will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?
Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

Riverside Primary School will share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Riverside Primary School will not transfer your data outside the UK.

How does Riverside Primary School protect data?
Riverside Primary 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.

For how long does Riverside Primary School keep data?
If your application for employment is unsuccessful, Riverside Primary School will hold your data on file for 6 months after the end of the relevant recruitment process.

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 Riverside Primary School to change incorrect or incomplete data;
- require Riverside Primary 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 Riverside Primary School is relying on its legitimate interests as the legal ground for processing; and
- ask Riverside Primary School to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override Riverside Primary School's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Mrs Smith, Headteacher by emailing admin@riverside.essex.sch.uk. If you believe that Riverside Primary School has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?
You are under no statutory or contractual obligation to provide data to Riverside Primary School during the recruitment process. However, if you do not provide the information, Riverside Primary 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 to enable use to process all required pre-employment checks.