



Privacy Notice For Job Applicants

Who processes your information?

Hillside Specialist School and College is the data controller of the personal information you provide to us. Your details will be shared internally for the purposes of the recruitment exercise. This includes the HR Business Support Officer and interviewers involved in the recruitment process.

In some cases, your data will be outsourced to a third-party processor, however, this will only be done with your consent (eg references). Where the School outsources data to a third-party processor, the same data protection standards that Hillside Specialist School and College upholds are imposed on the processor. Your data will also be shared with a third-party processor if your application is successful and we make you an offer of employment.

Our Data Protection Officer is Liz Ascroft. You can contact her at bursar@hillside.lancs.sch.uk or via our postal address, Ribchester Road, Longridge, Preston, Lancashire, PR3 3XB. Please mark the envelope "Data Protection Officer".

Why do we collect and use your information?

We collect and use your information to:-

- Assess your suitability for the role you are applying for
- Check that you are eligible to work in the UK and that you are not prohibited from teaching
- Facilitate safe recruitment of staff, as part of our legal obligations and our safeguarding obligations to pupils
- Contact you directly regarding your application
- Contact your nominated referees
- Take steps to enter into a contract with you

The School may process special categories of data, such as information about ethnic origin, religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

We consider the processing of your personal data for these purposes to be necessary:

- To take steps at your request prior to entering into a contract with you. We may also need to process your personal data to enter into a contract with you.
- To comply with our legal obligations (Asylum and Immigration Act 1996, to check eligibility to work in the UK before employment starts).
- If you fail to provide certain information when requested, we may be prevented from complying with our legal obligations and we may not be able to accept you as a job applicant or make a final offer of employment to you.

Which data is collected?

We may collect, hold, share and otherwise process the following information about you during your application process.

Up to and including shortlisting stage:

- Personal information (such as name and address)

- Information relating to safer recruitment checks (such as DBS, references, prohibition checks)
- Information relating to previous employment and/or voluntary work experience, qualifications and training.
- Your ethnic origin, religious or similar beliefs.
- Information regarding any criminal records you may have.

Following shortlisting stage and prior to making a final decision:

- Details of any support or assistance you may need to assist you at the interview because of a disability.
- Information about your previous academic and/or employment history from your referees, including (but not limited to) details of any conduct or performance issues, attendance, health concerns.
- Confirmation of your academic and professional qualifications.
- Information via the DBS disclosure process regarding your criminal record and whether you are barred from regulated activity.
- If you are applying for a post as a teacher, we will check the Teaching Regulation Agency Employer Access – Schools Portal for details of any decision, prohibition, restriction or alert against your record.
- Your nationality and immigration status.
- Employment Pre-Employment Health Check to indicate fitness to work in the specified role.

Whilst the majority of the personal data you provide to the School is mandatory, some is provided on a voluntary basis. When collecting data, the School will inform you whether you are required to provide this data or if you have a choice. If you have given us information on a voluntary basis, you have the right at any point to request that this information is deleted from our records.

How long is your data stored for?

Personal data relating to job applicants at Hillside Specialist School and College is stored in line with the School's retention schedule.

In accordance with GDPR, the School does not store personal data indefinitely; data is only stored for as long as is necessary to complete the task for which it was originally collected and/or to comply with the relevant legislation or statutory guidance.

If your application for employment is unsuccessful the School will hold your data on file for six months after the interview date. At the end of that period, your data is destroyed.

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 for staff.

Will your information be shared?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We use data processors who are third parties who provide elements of our service for us. We have contracts in place with our data processors, which, in turn means they cannot do anything with your personal information unless we have instructed them to do so. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the Data Protection Officer as outlined on page 1.

You also have the right to:

- have your personal data rectified, if it is inaccurate or incomplete
- request the deletion or removal of personal data where there is no compelling reason for its continued processing.
- request that we restrict our processing of your personal data (ie permitting its storage but no further processing).
- object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with the School's Data Protection Officer in the first instance. You can also contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>