



Simon Langton Girls' Grammar School

Privacy Notice for Recruitment

This privacy notice explains how we collect, store and use personal data about job applicants.

Who are we?

Simon Langton Girls' Grammar School collects, uses and is responsible for certain personal information about you. When we do so we are regulated under the UK General Data Protection Regulation (UK GDPR), and we are responsible as 'controller' of that personal information for the purposes of those laws our DPO services are provided by Invicta Law Ltd. We also have a Data Protection Lead, Mr Will Prior (IT Network Manager/Data protection Lead), email wprior@langton.kent.sch.uk, who is the first point of contact for all enquiries regarding data protection matters at our school. Information is also available on our school website policy area, in the data protection folder, [Data Protection - Policies - Simon Langton Girls' Grammar School](#).

Contact details for our DPO service provider, Invicta Law Ltd, are as follows:

DPO contact telephone number: 01622 392051

DPO contact email address: dpo@invicta.law

Under UK data protection law, individuals have a right to be informed about how our 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 our school.

We, Simon Langton Girls' Grammar School, are the 'data controller' for the purposes of UK data protection law.

The personal data we might hold:

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name, work and home contact details
- Copies of 'right to work' documentation
- Your completed application form and covering letter
- Demographic information about you, to meet legal requirements (e.g., passport/via details, nationality, disability work permit, date of birth).



- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Expenses paid by the school
- Notes made by individuals involved in the interview process
- Relationships (and the nature where applicable) to any members of staff or governors

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:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured in school
- Self-declaration form

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

For information on the safe and fair recruitment practices in place at our school, please refer to our Recruitment and Selection Policy, which is held on our website under policies/safer recruitment or [here](#).

Why we use this data.

We will need to share your data internally for the purpose of considering your application for appointment to a post.

We use the data we hold about you to:

- Assess and progress your job application
- Enable us to establish relevant experience and qualifications as part of our shortlisting process
- Access your suitability for the role
- Facilitate safe recruitment, as part of our safeguarding obligations towards students
- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for candidates that require them
- Ensure a fair recruitment process has taken place

Use of your personal data in automated decision making and profiling.

We do not currently process any job applicants' personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.



Our lawful basis for using this data.

We will obtain your consent to hold, process and share your personal data in relation to the recruitment process. You are under no obligation to provide your consent to provide data during the recruitment process. However, if you do not consent to the school holding, processing and sharing your personal data during the recruitment process, we will not be able to process your application. We will need to process data to ensure compliance with legal obligations. For example, the school must check an applicant's entitlement to work in the UK. Safer recruitment procedures in schools also require appropriate checks to be made on people who work with children.

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we:

- need to comply with a legal obligation - we need to process data to meet our responsibilities as set out under law
- need to carry out a task in accordance with the 'public task' basis – we need to process data to fulfil our statutory function as a school
- have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation
- need to process the offer of appointment – we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- have your consent to use your personal data it in a certain way

We need to protect your vital interests (or someone else's interests) Some of the reasons listed above for collecting and using personal information about you may overlap, and there may be several grounds which justify the school's use of your data. Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you would go about withdrawing consent if you wish to do so.

Collecting this data

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- References sought
- Police forces, courts or tribunals



How we store and protect this data.

We keep personal information about you during the application process. We may also keep it beyond this if this is necessary. Our information management toolkit for schools sets out how long we keep information about applicants, this document is available on our website in the polices area, under data protection or [here](#).

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it. Information on the disposal of your personal data can be found in our GDPR Data Protection policy which is placed on our website in the polices area, under data protection or [here](#).

Sharing of your data.

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, Kent County Council – to meet our legal obligations to share certain information with it, such as safeguarding concerns.

Your information will be shared to process your application, this will include shortlisting, inviting you to interview, seeking references, carrying out online checks, validating information with outside agencies (e.g., Police, Teaching Regulation Agency or Disclosure and Baring Service), contacting you to advise of outcome of interview, to secure any further information required and to process recruitment if you are appointed. Your information may be made available in case of an audit or investigation.

Your rights

How to access personal information that we hold about you:

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form that protects third party data

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).



Your other rights regarding your data:

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact us (see 'Contact us' below).

Contact us.

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, contact details are as follows:

Data Protection Lead, Mr Will Prior (IT Network Manager/Data protection Lead), email wprior@langton.kent.sch.uk, is the first point of contact for all enquiries regarding data protection matters at our school. Information is also available on our school website policy area, in the data protection folder, [Data Protection - Policies - Simon Langton Girls' Grammar School](#).

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