



# **Privacy Notice for Job Applicants at Sir Thomas Rich's School (How we use applicants' information)**

## **Introduction**

Under 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 **applicants for job vacancies at Sir Thomas Rich's**.

We, Sir Thomas Rich's School, are the 'data controller' for the purposes of data protection law. We have also appointed Gloucestershire County Council as our Data Protection Officer and they can be contacted on 01452 583619 or [schoolsdpo@gloucestershire.gov.uk](mailto:schoolsdpo@gloucestershire.gov.uk).

## **Personal information we process:**

The personal information we may process about you includes:

- Contact details
- Copies of right to work documentation
- Copies of identification documents, such as birth certificate
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- We may also process information about you that falls into "special categories" or more sensitive personal data, such as:
  - Your race, ethnicity, religious beliefs, sexual orientation and political opinions
  - Any relevant disability or health condition
  - Any reasonable adjustments, including access issues that may be required
  - Photographs and CCTV images captured in school

We may process information about criminal convictions and offences and any relevant disclosures you make to us during the course of the recruitment process.

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.

## **Why we collect and use this information**

We use the information above so that we can, for example:

- a. Check your experience and qualifications
- b. Ensure we use appropriate safe recruitment practices in line with all of our safeguarding duties, including those set out in Keeping Children Safe in Education 2023
- c. Make the best recruitment decisions for our school

## **Use of your personal data in automated decision-making and profiling**

We do not process any personal information through automated decision-making or profiling.

## **The lawful basis on which we use this information**

Our lawful bases for processing your personal data for the following purposes:

- For the purposes of acting in accordance with the 'public task' basis, we need to
- process data to fulfil our statutory function as a school. For example, we need to
- ensure that we fulfil our safer recruitment responsibilities

## Requesting access to your personal data

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

To make a request for your personal information, contact the school on [info@strs.org.uk](mailto:info@strs.org.uk) or the Data protection officer (details at the end of this notice).

You also 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
- 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

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance by contacting our Data Protection Lead (see below). Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/>; call 0303 123 1113; or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Contacts** - our data protection officer is:

Gloucestershire County Council School's Data Protection Team  
Information Management Service  
Shire Hall  
Westgate Street  
Gloucester  
[Schooldpo@gloucestershire.gov.uk](mailto:Schooldpo@gloucestershire.gov.uk)  
01452 583619

However, our Data Protection Lead has day-to-day responsibility for data protection issues in our school. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact: Mr David Dempsey (Deputy Headteacher) – [dd@strs.org.uk](mailto:dd@strs.org.uk); 01452 338406