



School Logo here

Delete this section once editing is complete:

- Light Blue = Areas that will require immediate edits
- Red = Changes from the previous SIPS template
- ~~Red~~ = Delete this section
- Purple = Notes to support your revisions. Delete once you have completed.

Privacy Notice for Applicants

Who we are.

We are **School Name**, **School address**. We are a **maintained/foundation/academy etc** for children aged **xxx to xxx**. This privacy notice explains how we collect, store and use personal data about our workforce. We **School name** are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR) and as such we are obliged to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it.

What information do **School Name** collect and hold?

- Name, address and contact details, including email address and telephone number, date of birth and gender;
- Details of qualifications, skills, experience and employment history, including start and end dates, with previous employers and with SIPS Education Limited;
- Information about marital status and emergency contacts;
- Information about nationality and entitlement to work in the UK;
- Information about criminal records (if applicable);
- Information about medical or health conditions, including whether or not employees have a disability for which *school* needs to make reasonable adjustments;
- Equal opportunities monitoring information including information about employees' ethnic origin, sexual orientation, and religion or belief.
- Evidence if applicants hold an Enhanced Disclosure and Barring Service certificate.
- CCTV images captured on site, retained in line with retention periods.

School Name may collect this information in a variety of ways. For example, data might be collected through application forms or through the interview process.

In some cases, **School Name** may collect personal data about applicant(s) from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law. In most cases, **School Name** will only seek information from third parties with the prior consent of the applicant(s) in question.

NOTE TO SCHOOLS – REFER TO YOUR DATA MAPPING DOCUMENT TO ENSURE ALL DATA COLLECTED, HELD AND SHARED IS INCLUDED IN THE LISTS ABOVE.

Why does **School Name** process personal data?

School Name has a legitimate interest in processing personal data prior to employment to:

- Run a recruitment process to employ suitable applicants to vacant positions within school;
- Ensure effective general HR and business administration throughout the recruitment process.
- Ensuring that appropriate access arrangements can be provided for candidates who require them.
- To identify you and ensure a safe evacuation in the event of an emergency.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to applicants with disabilities). Where School Name processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is for the purposes of equal opportunities monitoring. Data that School Name uses for these purposes is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of deciding against this. School to check if this applies to them – if not, remove.

School Name process this information under Article 6 and 9 of the General Data Protection Regulations as follows:

Article 6 on the basis of:

- Consent: where you have given School Name clear consent to process your personal data for a specific purpose
- Legal obligation: the processing is necessary for School Name to comply with the law.

Article 9 on the basis of:

- Where you have given your explicit consent to the processing of personal data for one or more specified purposes.
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law.

Who has access to data and why do we share it?

- Applicant information may be shared internally as part of the recruitment/shortlisting process. This will include members of the HR team, line managers where the vacancy exists, managers in the business area in which the successful employee will work.
- School Name shares employee data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.
- Apart from the above examples, we only share your personal data if we believe someone's life is in danger or we believe we are compelled to by law. The secure database we use to store your data is kept in the UK and this data is not transferred to or stored at a destination outside the European Economic Area.

How School Name protect your data

[School Name](#) takes the security of your data seriously. [School Name](#) has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Policies include Information Security Policy, Data Protection Policy, and email procedures regarding data protection. Where [School Name](#) engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical measures to ensure the security of data.

For how long does [School Name](#) keep data?

As part of the recruitment process, data will be held for a period of 6 months for unsuccessful candidates.

For successful candidates, pre-employment vetting information will be added to staff personnel files and retained for 6 years after the termination of employment unless extenuating circumstances apply.

Failure to provide data. (New Sub-Heading)

Failure to provide the requested data may result in consequences such as:

- Inability for the internal teams to process data as part of the recruitment/shortlisting process.
- Delays in obtaining relevant third-party data such as pre-employment references, employment background checks and checks facilitated by the Disclosure and Barring Service.
- Inability for internal teams to identify you and ensure a safe evacuation in the event of an emergency.

Requesting Access to your Personal Data and your Data Protection Rights

Under data protection legislation, applicants have the right to request access to information about them that we hold, through a Subject Access Request.

We will provide information in a way that is:

- Concise
- Transparent
- Intelligible
- Easily accessible
- Uses clear and plain language.

If you would like to make a subject access request, please contact our Data Protection Lead [School contact name and contact details](#).

Data subjects have the following rights with regards to their personal information, as follows:

- Confirmation that their personal data is being processed.
- Access to a copy of the data
- The purpose of the data processing
- The categories of personal data concerned.
- Who the data has been, or will be, shared with

- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period.
- Where relevant, the existence of the right to request rectification, erasure or restrictions, or to object to such processing.
- The right to lodge a complaint with the ICO or another supervisory authority.
- The source of the data, if not the individual
- The safeguards provided if the data is being transferred internationally.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress.
- prevent processing for the purpose of direct marketing.
- object to decisions being taken by automated means.
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed;

Complaints.

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact our Data Protection Lead within school: [School contact name and contact details](#).

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Lead.

[School Name's](#) is registered as a Data Controller with the Information Commissioner's Office (ICO).

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via GDPR@sips.co.uk:

~~Laura Hadley~~
~~Sue Courtney-Donovan~~
 Amanda Moore
 Chenille Tennant

You can also report a concern online to the Information Commissioners Office at

<https://ico.org.uk/concerns>

Telephone Number 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 12.

Changes to this privacy notice

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use

your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).