



Date: January 2023

### How we use Job Applicant Data

Richard Challoner School is committed to protecting your privacy and being transparent about what we do with your data. We are committed to using your personal information in accordance with all applicable laws concerning the protection of personal information. We will not do anything with your information you would not reasonably expect or that is required of us by law. We will use the information that we collect about you in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR).

Richard Challoner School is the data controller for all applicant data collected and handled.

The categories of applicant information that we collect, hold, and share are:

#### Personal Data:

**Personal information:** name, NI Number, DfE number (teachers), address, telephone number(s), email address, qualifications, education and previous employment details.

**Post Interview Information:** Interview notes, test results

**References:** either obtained in advance, or following the interview process

#### Sensitive Personal Data:

**Characteristics:** ethnicity, nationality, date of birth.

**Disability:** Any disclosed disability

**Child Protection Information:** Any disclosed criminal convictions

The data is provided by the applicant when applying to work at Richard Challoner School.

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

##### **We use collected data to:**

- Process an application
- Shortlist suitable candidates for interview and contact them for interview purposes
- Contact Referees
- For the development of recruitment and retention policies
- Comply with Safer Recruitment requirements

#### The lawful basis on which we collect and use this information:

All personal and sensitive data held by Richard Challoner School will be processed fairly, lawfully and in a transparent manner. We will only use the data for the purposes specified above, and for explicit and legitimate purposes.



We will collect and hold personal and sensitive personal data for the following lawful basis:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6, Section 1.e of the General Data Protection Regulation (EU) 2016/679).
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject; (Article 9, Section 2.g of the General Data Protection Regulation (EU) 2016/679).  
Equality Act 2010

### **Storing Applicant Information:**

We hold Applicant data in secure digital and physical storage. We will retain records of all unsuccessful applications for up to 6 months. Successful applicants will have their data transferred to staff records, and their data will be stored in as set out in the Staff Privacy Notice.

After 6 months, all application data will be shredded or permanently deleted from all digital devices.

For an exhaustive list of retention periods, please refer to Richard Challoner's Retention Policy.

### **System Used for Processing School Workforce Data**

Richard Challoner school will not share your information for marketing purposes with the companies outside of our School.

In order to manage the recruitment process effectively within our school, we do routinely share Applicant information with the following:

- Relevant SLT and Line Managers involved within the Recruitment process
- Our local authority
- Southwark Diocese

### **Why we share Applicant information**

We do not share information about our Applicant with anyone without consent unless the law and our policies allow us to do so. We share applicant data with the relevant Senior Leader and Line Manager of those carrying out the recruitment process in order to shortlist for the role. Sensitive data will not be shared prior to interviews.

# Richard Challoner School

## Job Applicant Privacy Notice



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### **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 school bursar [bursar@challoner.kingston.sch.uk](mailto:bursar@challoner.kingston.sch.uk)

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; and
- 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 the Data Protection Officer  
email [dataprotection@richardchalloner.com](mailto:dataprotection@richardchalloner.com)

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **Contact**

If you would like to discuss anything in this privacy notice, please contact the school Bursar in the first instance.

Review Due: June 2025

Revised: January 2023 (Change in DPO)