



Privacy Notice (GDPR) – Recruitment Ermysted's Grammar School

The Governing Body of Ermysted's Grammar School (the 'School') ratified this policy on 18 March 2021.

This privacy notice has been written to inform prospective employees of Ermysted's Grammar School about we do with their personal data.

Who are we?

Ermysted's Grammar School is a **Data Controller** as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The **Data Protection Officer** (DPO) is Mr Alan Wooley. The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. The DPO's contact details are:

Mr Alan Wooley
Data Protection Officer
Ermysted's Grammar School
Skipton
BD23 1PL
dpo@ermysteds.n-yourks.sch.uk
01756 792186

What information do we collect and why do we require it?

As part of your job application the School will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Numbers
- ID Documents
- Eligibility to Work
- Previous employment history
- Education and Professional Qualifications
- Membership of professional or government bodies
- Referee details
- Equalities information (so that we can monitor workplace equality)
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Any other relevant information you wish to provide to us

We also collect personal information in the form of images recorded through the use of CCTV. The use of this information is covered by a separate CCTV Policy.

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees
- The Disclosure and Barring Service
- The Local Authority

Who do we share your personal data with?

Generally we will keep your personal data within the school but in some instances may be required to disclose your personal data to:

- Third party assessment providers (in order to facilitate your suitability for a role)
- The Local Authority (North Yorkshire, who may assist the school with the recruitment process)
- Our governing body

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

Do you transfer my data outside of the UK?

No.

How long do we keep your personal data for?

- If your job application is successful, your information will be kept on your personnel file and kept in accordance with other HR retention period.
- If your job application is unsuccessful, your information will be kept for six months.

What is our lawful basis for processing your personal data?

The School is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The School is also legally required to collect some information as defined by employment law (i.e. equalities and diversity).

The School therefore relies on Article 6(1)(b) and Article 6(1)(e) of the General Data Protection Regulation to process your personal data as well as Article 9(2)(g) of the General Data Protection Regulation to process your special category data.

What rights do you have over your data?

Under GDPR employees have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You may exercise any of these rights by contacting the School Office on (01756) 792186.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk
03031 231113

NHS Test and Trace

All UK schools have an obligation to respond appropriately to the Government's advice regarding coronavirus. In order to aid the Government in fighting COVID-19 (coronavirus) and to help keep everyone safe as children return to school, the school will take part in the NHS "Test and Trace" service.

If there is a suspected or confirmed case of COVID-19 then we may be required to share staff, students, parents and visitor's personal data with NHS Test and Trace, who act as a Data Controller in their own right. We may also share this information with the Local Authority, who will use it for the purposes of COVID-19 prevention and detection only. This information may include:

- Your full name
- Your date of birth
- Your contact details
- Relevant medical information

We will keep a record of any information shared. If the NHS Test and Trace service contacts you, the service will use text messages, email or phone.

All information which we share through this service is shared in accordance with Article 6 and 9 of the GDPR:

Article 6(1)(e) '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 9(2)(i) 'processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of healthcare'

For more information about the service please see the Government guidance and Public Health England's privacy notice:

<https://www.gov.uk/guidance/nhs-test-and-trace-how-it-works>
<https://contact-tracing.phe.gov.uk/help/privacy-notice>

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time.