



The Abbey

Privacy Notice – Recruitment

The Abbey School

Reviewed by:	Director of HR and Compliance and Head of IT Operations	July 2023
Ratified by:	Whole School Leadership Committee and Governor Audit	July 2023
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17 Kendrick Road, Reading, Berkshire RG1 5DZ
Company Limited by Guarantee. Registered in England No 133676.
Registered Charity No 309115. The Abbey School exists to educate academically able girls.



Introduction

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact.

Who collects the information

The Abbey ('School') is a 'controller' in relation to personal data and gathers and uses certain information about you. This means that we are responsible for deciding how we hold and use your personal information.

Data protection principles

We will comply with the data protection law and principles when gathering and using personal information, as set out in our Data Protection Policy. This means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date
- Keep only as long as necessary for the purposes we have told you about.
- Kept safely and securely

About the information we collect and hold

The types of personal data the School may collect for recruitment purposes includes:

- contact and communications information (including email address(es), telephone numbers and postal address(es));
- other information supplied as part of the application form(s) which will include: name, title, gender, nationality, national insurance number, and date of birth, details of education, details of work history, and details of your referees;
- references from both education providers and/or previous employers;
- professional sanctions and/or criminal record information;
- information concerning health and medical conditions (for example, where required to make reasonable adjustments);
- documents submitted as proof of identity on interview day;
- any information supplied on the equal opportunities form (which information is retained anonymously);
- nationality and other immigration status information (i.e. about your entitlement to work in the UK), including copies of passport information (if applicable);
- self-declaration form (part of shortlisting only), interview notes, lesson observations, results from testing or exercises and anything else recorded/captured as part of the interview process;
- images captured by the School's CCTV system should you attend the School for an interview; and
- online searches for safer recruitment purposes as relevant to the education sector.

We collect personal information about you from yourself as applicant and other sources including: recruitment agencies, DBS, referees and data from publicly accessible resources.

Where the information may be held

Information may be held on school premises in our filing systems and on our servers. It may also be held on our behalf by third party agencies, service providers and representatives.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a lawful reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful and you join the School, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see Staff Privacy Notice.

Further details on our approach to information retention and destruction are available in our Data Protection Policy.

Please contact the school's Data Protection Lead if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have other rights including the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. Our Data Protection Lead will provide you with further information about your data rights if you ask for it. You may also want to read the Staff Privacy Notice which provides more detail on this.

Keeping your personal information secure

We have appropriate security measures in place to prevent personal information from being accidentally lost, used, or accessed in an unauthorised way, altered, or disclosed. This includes personal information being locked and stored securely. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

How to complain

The Data Protection Lead oversees compliance of this privacy notice. We hope that we can resolve any query or concern you raise about our use of your information. Please telephone 0118 987 2256 or email dpl@theabbey.co.uk.

If we have been unable to resolve your query or concern you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights and how to make a formal complaint.