# Recruitment Privacy

*This Privacy Notice has been written to inform prospective employees of* Childhaven Nursery School *about what we do with your personal information.*

## Who are we?

Childhaven Nursery School is a 'Data Controller' as defined by Article 4 (7) of the UK 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 school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01904 554025

*Please ensure you include the name of your school in all correspondence*

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

As part of your job application Childhaven Nursery 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)
- Relevant criminal history data as required to determine suitability for the role.
- Any other relevant information you wish to provide to us.

## 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 (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.

## How long do we keep your personal data for?

| Data held | Retention period |
|---|---|
| If your job application is successful | Your information will be kept on your personnel file and kept in accordance with other HR retention periods; |
| 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, your special category data and your criminal history 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, Article 9(2)(g) of the General Data Protection Regulation to process your special category data.

To process your criminal history data, the School relies on the following conditions under Schedule 1 of the Data Protection Act 2018:
1 (6). Statutory and government purposes

5 (10). Preventing or detecting unlawful acts
13 (18). Safeguarding of children and individuals at risk

## What rights do you have over your data?

Under the UK GDPR you have the following rights in relation to the processing of your 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 can exercise any of these rights by contacting:
Childhaven Nursery School
01723 373231 / admin@childhaven.n-yorks.sch.uk

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
icocasework@ico.org.uk// 0303 123 1113