

Privacy notice for Applicants to The Warriner MAT

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, The Warriner MAT, are the 'data controller' for the purposes of data protection law.

The personal data we hold

We process data relating to those who apply to work at our school. The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details and contact preferences
- Date of birth, marital status and gender
- Identity information to support your right to work in the UK, including copies of Passports and/or Photo Driving Licenses
- Evidence if applicants hold an Enhanced Disclosure and Barring Service certificate
- Applications forms, references, work history, qualification details, training records and professional memberships
- Photographs
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability, health and access requirements

Why we use this data

The purpose of processing this data is to help us run the school, including to:

- Enable us to establish relevant experience and qualification
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Identify you and safely evacuate the school in the event of an emergency
- Enable equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates who require them
- Enable us to recruit

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest
- Where we have legitimate interests in processing the data – for example, the use of photographs to enable us to clearly identify you in the event of an emergency evacuation

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds, which justify the school's use of your data.

Collecting this information

While the majority of information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Data is retained in-line with our Data Protection Policy and Retention Schedule which can be obtained via our our Data Protection Officer j.jackman@warriner.oxon.sch.uk

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- Our local authority – *to meet our legal obligations to share certain information with it, such as shortlisting candidates for a head teacher position*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support*
- Professional advisers and consultants
- Employment and recruitment agencies

Transferring data internationally

We do not transfer data to countries outside of the United Kingdom.

Your rights

How to access personal information we hold about you

Individuals have a right to make a '**subject access request**' to gain access to personal information that the school holds about them.

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

If you would like to make a request please contact our data protection officer.

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong. You can make a complaint at any time by contacting our data protection officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

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 officer:

Julia Jackman
Data Protection Officer
The Warriner School
Bloxham
OX15 4LJ

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