

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g., name, contact details, National Insurance number
- Characteristics information – e.g., gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g., documentation relating to employment checks, references, right to work in the UK, DBS checks
- Medical information.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- To facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.
- To facilitate keeping children safe in education

How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- Monitoring form

Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the Trust's Records Management Policy, which can be found on the school website.

For more information about how we securely store your information, please see the Trust's Data Retention Policy.

Who do we share your information with?

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

We are required to share information about our school workforce with our LA under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.



We are required to share information about you with the DfE under section 5 of the Education (Supply of Information about the School Workforce) (England) Regulations 2007 and amendments.

All information we share with the DfE is transferred securely and held by the DfE under a combination of software and hardware controls which meet the current government security policy framework.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e., permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we have about you, please contact the Data Protection Officer (DPO):

Name: Sheryl Cardwell

Email: dpo@shardbusinessservices.co.uk

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

You have the right to withdraw your consent, where the basis for processing is consent.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO.

If you wish to lodge a complaint with us, you can contact the DPO. You also have the right to lodge a complaint with the ICO.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact the DPO.

If you require further information about how we and/or the DfE store and use your personal data, please visit our schools' websites or download our Data Protection Policy and Records Management Policy from our website.