

Privacy Notice for staff applicants (May 2018)

Purpose of this Notice

The purpose of a Privacy Notice is to explain how we collect, store and use personal data about individuals apply for jobs at our school. It details why we collect information and who we may share it with. Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used. We shall process all personal data in accordance with the General Data Protection Regulations (GDPR). This Notice complies with requirements under GDPR.

If you choose to submit information you agree to the use of such data in accordance with this privacy statement. We ensure generally accepted standards of technological security and operational security, along with internal policies and procedures for the purpose of protecting information provided by visitors from misuse, loss, alteration or destruction. Only authorised personnel have access to personally identifiable information submitted through the website. Such employees are required to maintain the confidentiality of this sensitive data.

We, Roundhay School, are the data controller for personal data that we process about job applicants. Our Data Protection Officer is **Mr N Stott** (see 'Contact us' at the end of this document).

The recruitment software we use via this website is supplied by Networx (2001) Ltd (trading as Networx) and they are defined as a Data Processor under the GDPR. They will only process your data in accordance with our instructions. Networx can be contacted at:

The Engine House, Wharfebank Business Centre, Ilkley Rd, Otley LS21 3JP

The Data Protection Officer for Networx is Rob Baker and can be contacted at dpo@networxrecruitment.com

The personal data we hold

We collect information that is specifically provided by you as part of an application process.

We will collect the following (but not limited to):

- Name, address, email, telephone number
- CV (if applicable)
- Equal opportunities monitoring information (defined as special categories data) – this information is purely for statistical analysis and monitoring purposes
- Answers to application questions
- Any other information you wish to provide in support of your application

Why we use this personal data

Details you provide in this application:

- Will be used to deal with your application
- Will be used for communication with you regarding the vacancy
- Will be used to satisfy legal requirements
- Will be used for statistical analysis
- Will be held and may be used to contact you about other vacancies

Our legal 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

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

- You have given us consent to use it in a certain way
- We have legitimate interests in processing the data

We collect and process the data under General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Article 6 (1) (e), 'public task', and Article 6 (1) (f), legitimate interests.

The processing of special categories of personal data is covered by General Data Protection Regulation (GDPR) (Regulation (EU) 2016/679), Article 9 (2) (j)

By agreeing to this privacy statement, you are allowing us to form a contract that will mean we can use your details and information presented so that we can assess your suitability for employment with us and carry out our statistical analysis.

Storing data

The data you provide will be made available to us and our processors. It may be held on our computer systems and downloaded by us. We will store your application data for 7 months. After this period, it will be fully anonymised.

Auto-decline

We use some automated screening tools as part of this application process. The answers you provide to one or more of the questions (excluding any special categories/equal opportunity questions) may result in your application being automatically declined. This technology is used to help us manage the high volume of applications we receive and can assure applicants the same outcome would occur if we manually reviewed your application. The reason for the decline will be made available to you in your candidate account.

Background checks

If you are successful through the application stage, as part of our pre-employment checks, we will perform a number of background checks. These are carried out by us, Roundhay School.

CV parsing

We use CV Parsing as part of our application process. It will automatically populate answers to questions based on content within your CV. You have the ability to edit all answers and you must check they are correct before submission.

Document signing

We use DocuSign for digitally signed documents. You may be required to sign a contract, offer and/or other documents if you are successful. You will not have to create an account with them and we only pass on the minimum amount of data required to allow them to carry out their operations.

Please click the link to view their privacy policy: <https://www.docusign.co.uk/company/privacy-policy>

References

Our recruitment process requires that we contact the referees provided by you as part of our checks to ascertain suitability of employment. The content of the reference will not be shared without the referee's permission.

Tableau reports

We collect your data for statistical analysis or to extract it as part of a successful employee process in to our HR/Payroll system.

Your rights regarding personal data

We are dedicated to providing reasonable access to visitors who wish to review the personal information retained when they apply via our website site and correct any inaccuracies it may contain. If you choose to register, you may access your profile, correct and update your details, or withdraw your details at any time. To do this, you can access your personal profile by using the secure login. In all cases we will treat requests to access information or change information in accordance with applicable legal requirements.

You have the following rights in relation to the way in which we deal with your personal data:

- the right of erasure or to be forgotten
- the right to rectification if information is inaccurate or out of date
- the right of data portability (to obtain and reuse your personal data)
- the right to object to network and the controller and processors handling of your personal data
- the right to withdraw your consent with regards to the handling of your personal data
- you have the right to ask for a copy of the information we hold about you (Subject Access Request)
- you have the right to lodge a complaint with a supervisory authority - the ICO

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.

Where you exercise your right to object or withdraw your consent we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer (see 'Contact us' at the end of this document).

If you are not satisfied by our actions, you can seek recourse through our internal complaints procedure.

If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner's Office:

- 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

Changes to our Privacy Notice

We reserve the right to modify or amend this privacy statement at any time and for any reason, providing it maintains compliance with the General Data Protection (Regulation (EU) 2016/679).

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:

Mr N Stott c/o Roundhay School, All-through education from 4 to 18, Gledhow Lane, Leeds LS8 1ND
email dpo@wntai.co.uk