



# Long Melford Church of England Primary School

## Privacy Notice

### - How we use Potential Applicants Information

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' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about potential applicants.

St Edmundsbury and Ipswich Multi-Academy Trust, is the 'data controller' for the purposes of data protection law. Our data protection officer is Ms Sian Durrant (see 'Contact us' below).

#### **The personal data we hold**

The categories of your information that we may collect, process, hold and share (when appropriate) about you includes, but is not restricted to:

- personal information (such as name, date of birth, address and home contact details including email and telephone, marital status)
- special categories of data including characteristics information such as gender, ethnic group, religious beliefs
- contract information (such as employee or teacher number, start dates, hours worked, post, roles and salary information)
- bank details and national insurance number
- employment history including start and end dates, references
- work absence information (such as number of absences and reasons)
- qualifications (and, where relevant, subjects taught)
- relevant health and medical information including disability
- next of kin and emergency contacts
- criminal record and DBS information
- details of any disciplinary or grievance procedures in which you have been involved (including any warnings issued)
- assessment of your performance information including appraisals, professional development reviews

The school may collect this information in a variety of ways for example data might be collected through application forms or CV's; obtained from your passport or other identifying documents such as your driving licence; from forms completed by you at the start of or during employment; from correspondence with you; or through interviews, meetings or other assessments. In some cases the school may collect personal data about you from third parties such as references supplied by former employers, information from employment background checks and criminal record checks permitted by law.

#### **Why we collect and use this information**

We use your data to enable the development of a comprehensive picture of your suitability for the role

## **The lawful basis on which we process this information**

We only collect and use your data when the law allows us to. Most commonly, we process it where it is necessary for:

- the performance of a contract or to enter into a contract
- compliance with a legal obligation
- the legitimate interests of the school
- to carry out obligations or exercise rights under employment law
- the individual who the data is about has given personal consent
- to protect an individual's vital interests (this applies only in the cases of life or death)
- administering justice or for exercising statutory governmental or other public functions

Less commonly, we may also use personal information about you where it is necessary for:

- health/medical safeguards
- monitoring equal opportunities and the rights of individuals

## **Collecting this information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain previous workforce information to us or if you have a choice in this.

## **When should this information be provided**

We expect to be in receipt of your data on applying for a job with our school. Further data may be required if you are successful. If you do not provide data relevant to statutory or contractual obligations we cannot consider your application.

## **Automated decision making**

Employment decisions are not based on automated decision making.

## **Storing this information**

We hold your data for six months following the interview. After this time it will be destroyed in accordance with our Data Protection Policy.

## **Who we share this information with**

We will share this information with the senior leadership team and relevant governors or MAT employees involved in recruitment.

## **Why we share school workforce information**

We share your data in order to inform recruitment decisions (including shortlisting)

## Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Mrs Amanda Woolmer, Headteacher

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations
- object to the processing of your data where the school is relying on its legitimate interests as the legal grounds for processing.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

You have the right to withdraw consent at any time; you can do this by contacting the school in writing.

## Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact:

**Data Controller:** St Edmundsbury and Ipswich Multi-Academy Trust

Tel: 01473 298539

Address: St Edmundsbury and Ipswich Diocesan Multi Academy Trust

St Nicholas Centre, 4 Cutler Street, Ipswich IP1

Email: [mat@cofesuffolk.org](mailto:mat@cofesuffolk.org)

Or

Amanda Woolmer (Headteacher)

Tel: 01787 379929

Email: [headteacher@longmelfordprimaryschool.co.uk](mailto:headteacher@longmelfordprimaryschool.co.uk)

**Data Protection Officer:** The DPO is Sian Durrant

She is contactable via: Diocesan Director of Education

Direct Dial: 01473 298560

E-mail: [jane.sheat@cofesuffolk.org](mailto:jane.sheat@cofesuffolk.org)