

RECRUITMENT PRIVACY NOTICE

Highcliffe School is the data controller for the information you provide during the process unless otherwise stated.

What will we do with the information you provide to us?

The information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements.

We will not share any of the information you provide during the recruitment process with any third parties or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than it is needed.

The information we ask for is used to assess your suitability for employment. You do not have to provide what we ask for but it may affect your application if you do not.

Application Stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you do not provide it, it will not affect your application. This information will not be made available to hiring managers, in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Applications are short listed for interview by the relevant departmental staff. These staff will not be provided with your equal opportunities information if you have provided it.

We will contact your referees, using the details you provide in your application.

Assessments/Interview

We will ask you to participate in assessments, tasks, lessons, and panels when attending an interview. All information about you gathered through such a process will be retained for the same duration as all other information gathered as part of the recruitment process.

Conditional Offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to process to a final offer. We are required to confirm the identity of our staff, their right to work in the United

Kingdom and seek assurance as to their trustworthiness, integrity and reliability. You will therefore be required to provide:

- Proof of Identify – you will be asked to provide original documents, we will take copies.
- Proof of Qualifications – you will be asked to provide original documents, we will take copies.
- Proof of right to work in the UK
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will provide your email address to the Headteacher's PA or their Assistant in order for them to apply for a Criminal Record check via the Disclosure and Barring Service.
- We will also ask you to complete a questionnaire about your health. This is to establish if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively. Dorset County Council's Occupational Health Team (the School's HR Advisors) will hold the information you will provide. They will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by OH Assist, the County Council's external occupational health specialists.

If we make a final offer, we will also ask you for the following:-

- Bank Details – to process salary payments.
- Emergency Contact Details – so we know who to contact in case you have an emergency at work.

If you accept a final offer from us, your personnel records will be kept in paper form in a folder, stored in a secure filing cabinet and some of the records will be held on Integris, which is a system used by Highcliffe School for the purposes of retention of data about your employment.

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment, plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

Your rights

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you.

To make a request for any personal information we may hold you need to put the request in writing, addressing it to the Headteacher. If you agree, we will try to deal with your request informally, eg by providing you with the specific information you need over the telephone. You can ask us to correct any mistakes in this information by, once again, contacting the Headteacher.

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