



THE FEDERATION OF ST. EDMUND'S AND ST. PATRICK'S R.C. PRIMARY SCHOOLS



Privacy Notice for Applicants

"We come to a Roman Catholic School and so believe that Jesus was born, died and rose again for everyone. We aim to help, encourage and show God's way to our families, making sure that our Catholic traditions and faith are kept alive. Each year at school, we learn a little bit more about our faith so that we can grow to love God and each other more."

At our schools, we seek at all times to be a witness to Jesus Christ. We remember this when putting our policies into practice. Therefore this privacy notice for parents will reflect the Catholic identity and mission of our schools and the values they proclaim.

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 who have applied to work at our school.

We, St Edmund's (Miles Platting) and St Patrick's (Collyhurst) Schools are the data controller for the purposes of data protection law.

Our data protection officer is the Internal Audit and Risk Management team and is contactable via Emma Maddocks, lead auditor (e.maddocks@manchester.gov.uk, Tel 0161 234 5269)

The personal data we hold

We process data relating to applicants who have applied to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Name, address and contact details
- National Insurance number/DFE number
- Employment history including current salary
- Qualifications and training
- Professional body memberships
- Date of birth and equal opportunities monitoring information
- Information about your criminal record
- Information about your right to work in the UK
- Identity documents
- Prohibition from teaching checks
- References

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
- Health, including any medical conditions, and sickness records
- DBS/criminal record information

Why we use this data

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

- Enable the school to manage its recruitment process
- Facilitate safer recruitment, as part of our safeguarding obligations towards pupils
- Ensure the school is complying with its legal obligations in relation to the right to work within the UK
- Enter into a contract with you, should you be successful
- Enable ethnicity and disability monitoring

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:

- Enter into a contract with you
- 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 need to protect your vital interests (or someone else's interests)

In addition, we may also process special categories of personal data/criminal offence data where at least one of the following conditions are met:

- We have obtained explicit consent to use it in a certain way
- We need to carry out our obligations under employment law
- We need it for reasons of public interest
- We need it to establish, exercise or defend legal claims
- We need it for statistical purposes
- We need it for the purposes of occupational medicine including the assessment of your working capacity

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 our use of your data.

Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

Data Storage

This information will be held in a vacancy file which is kept securely and is only used for purposes directly related to the recruitment process.

If your application is successful, then this information will be transferred to your personnel file. If your application, is unsuccessful then we will retain this file for a period of 6 months after which point it will be securely destroyed.

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.

In the event you are successful, we are required, by law, to pass certain information about those engaged by us to specified external bodies, such as the local authority and the DFE, so that they are able to meet their statutory obligations.

Your personal data may be shared internally with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the Senior Leadership Team, Governors and HR. We may also share your personal data with third parties including referees, our Occupational Health Provider, DBS and our payroll provider in order to obtain pre-employment checks as part of safer recruitment guidelines.

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.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

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

Your other rights regarding your data

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

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for 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

To exercise any of these rights, please contact our data protection officer.

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.

Alternatively, you can make a complaint 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

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** at the Internal Audit and Risk Management team, via Emma Maddocks, lead auditor (e.maddocks@manchester.gov.uk, Tel 0161 234 5269)