EMMANUEL SCHOOLS FOUNDATION

PRIVACY NOTICE - JOB APPLICANTS

Data Controller: Emmanuel Schools Foundation, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Data Protection Officer: Christine Taylor, ESF, Trinity House, Sixth Avenue, Blyth, NE24 2SY

Emmanuel Schools Foundation (the "Foundation") collects and processes personal data relating to individuals seeking employment with the Foundation. The Foundation is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

WHAT INFORMATION DOES THE FOUNDATION COLLECT?

The Foundation collects and processes a range of information about you this includes:

- Your name, address and contact details including email and telephone number;
- Details of your qualifications, skills, experience, and employment history (with previous employers and/or with the Foundation;
- Information about your remuneration
- Your national insurance number
- Information about your nationality and your right to work in the UK;
- Information about your criminal record;
- Information about medical or health conditions including whether or not you have a disability for which the Foundation needs to make reasonable adjustments; and
- Equal opportunities, monitoring information, including information about your ethnic origin, sexual orientation and religion or belief.

The Foundation may collect this information in a variety of ways. For example data is collected through application forms, CVs or resumes; information obtained from your passport or other identity documents such as your driving licence; from correspondence with you; or thorough interviews or other assessments.

In some cases, the Foundation may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks permitted by law.

We also capture personal information from our use of CCTV in our schools, for example if you were to attend for interview.

Data will be stored in a range of different places including in your recruitment file, in the Foundation's HR Management systems and in other IT systems (including the Foundation's email system).

WHY DOES THE FOUNDATION PROCESS PERSONNEL DATA?

The Foundation needs to process your data to enter into an employment contract with you and to meet its obligations under your employment contract. For example, it needs to process your data to

provide you with an employment contract, should you be successful at interview.

In some cases, the Foundation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check candidate's entitlement to work in the UK.

The Foundation has a legitimate interest in processing personal data before an employment relationship. Processing personal data allows the Foundation to:

- Run recruitment and promotion processes;
- Maintain accurate and up-to-date contact details
- Obtain occupational health advice, to ensure that it complies with its duties in relation to individuals with disabilities
- Ensure effective general HR and business administration;
- Respond to and defend against legal claims;

Some special categories of personal data, such as information about health or medical conditions are processed to carry out employment law obligations (such as those in relation to candidates/employees with disabilities).

Where the Foundation processes personal data captured from CCTV this is for the purposes of safeguarding; for the prevention and detection of crime, and to prevent and detect unlawful acts such as harassment.

Where the Foundation processes other special categories of personal data such as information about ethnic origin, sexual orientation, or religion or belief this is for the purposes of equal opportunities monitoring. This is to carry out its obligations and exercise specific rights in relation to employment and, in particular, under sections 113 and 114 of the Education Act 2005.

WHO HAS ACCESS TO DATA?

Your information may be shared internally, including with members of the HR and the recruitment team (including payroll), managers in the business area in which you are applying to work and IT staff all of whom have access to your data which is necessary for the performance of their roles.

The Foundation shares your data with third parties in order to obtain pre-employment references from other employers, and obtain necessary criminal records checks from the Disclosure and Barring Service.

The Foundation also shares your data with third parties that process data on its behalf the provision of occupational health services. For example

The Foundation will not transfer your data to countries outside the European Economic Area.

HOW DOES THE FOUNDATION PROTECT DATA?

The Foundation takes the security of your data seriously. The Foundation has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed

and is not accessed except by its employees in the proper performance of their duties.

For example, HR and payroll systems are accessible only to authorised personnel and access is password protected; CCTV images may only be accessed by authorised persons in specified circumstances; and paper records are kept secure in locked cabinets and are accessible only by authorised personnel. IT systems are only accessible by authorised personnel and require a network username and password.

Where the Foundation engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

FOR HOW LONG DOES THE FOUNDATION KEEP DATA?

We will keep your personal data throughout the recruitment process.

If your application is successful, when you start work for us you will be issued with an Employee Privacy Notice which will include information about what personal data we keep from the recruitment process and how long we keep your personal data whilst you are working for us and after you have left.

If your application is unsuccessful, we will keep your personal data for up to 6 months from the date we notify you of our decision.

We will not respond to any speculative or unsolicited job applications when we are not recruiting, any applications for employment received by us in this way will be destroyed immediately and none of your personal data will be held.

YOUR RIGHTS

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request;
- Require the Foundation to change incorrect or incomplete data;
- Require the Foundation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of the processing; and
- Object to the processing of your data where the Foundation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights please contact the Data Protection Officer ctaylor@esf-mail.org.uk

If you believe the Foundation has not complied with your data protection rights, you may write to the Information Commissioner.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

Failing to provide the data will mean that the Foundation is unable to progress your application, and may mean that you are unable to exercise your statutory rights.

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If you do not provide other information when requested to do so, this will hinder the Foundation's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

AUTOMATED DECISION MAKING

Employment decisions are not based solely on automated decision making.

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer, Christine Taylor at ctaylor@esf-mail.org.uk

Should you require any further information the GDPR principles and an explanation of your rights can be found at
https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulationgdpr/principles/