

## **Privacy Information for Job Applicants, Current and Former Employees**

This privacy notice tells you what to expect when St Michael's Church of England High School collects personal information.

St Michael's Church of England High School is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how we handle your information please contact us at [compliance@st-michaels.sandwell.sch.uk](mailto:compliance@st-michaels.sandwell.sch.uk)

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

All of 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 if necessary.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes 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 for which you have applied.

### **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 is necessary.

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 might affect your application if you do not.

### **Application stage**

If you use the Tes online application system, this will be collected by a data processor on our behalf (please see below).

When completing the application form, we will 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 for which you have applied. Only personnel staff and recruitment panel members will have access to all of the information contained on the application form.

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 any staff outside of our personnel team, in a way that can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics for the school single workforce.

### **Shortlisting**

Our personnel staff will pass applications over to the Senior Leadership Team to shortlist applications for interview. Once the shortlisting has been finalised you will receive confirmation of whether you have been successful or unsuccessful.

### **Invitation to Interview**

When invited to interview you will be asked to bring the following documents with you:

- original documents confirming qualifications and training as stated in your application
- original photographic documents verifying your identification, e.g. passport or driving licence and counterpart
- original evidence of your National Insurance number, i.e. NI card, P45, P60 or pay slip
- original birth certificate
- an original document that will verify your address, e.g. utility bill, mortgage or bank statement (this should be less than 3 months old)
- QTS registration certificate

If you are unsuccessful following interview for the position you have applied for, we will retain application form and interview documentation for a period of six months. We would proactively contact you should any further suitable vacancies arise.

### **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 progress 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 your identity, (if not provided on the day of interview). You will be asked to provide original documents; we will make copies.
- proof of your qualifications (if not provided on the day of interview). You will be asked to attend our office with original documents; we will make copies.
- emergency contact details, so we know whom to contact in case you have an emergency at work.

You will be asked to complete an online Disclosure and Barring Service (DBS) application from GBG online disclosures. You will ask to provide and complete information details for verification purposes

We will contact your referees, using the details you provide in your application, directly to obtain references.

We will send personal details (including name, address, date of birth, National Insurance Number and salary), onto Shireland Learning Limited HR Services and Sandwell Payroll services (data processors) for the recruitment process to be finalised. Shireland Learning Limited will ask you to complete a questionnaire about your health. This is to establish your fitness to work and for bank details, to process salary payments.

All copies of identification documents will be held until the school gets full confirmation of satisfactory clearances.

### **Use of data processors**

Data processors are third parties who provide elements of our recruitment service for us. We have contracts in place with our data processors. This means that they cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

### **Tes online**

If you use the Tes online application system, you will provide the requested information to Tes who provide this online service for us. Once you click 'apply now' you will be taken to Tes' website and they will hold the information you submit but the school will have access to it.

<https://www.tes.com/terms/privacy-policy>

Personnel records will be held on SIMS.net, which is an internally used HR records system.

### **Sandwell Occupational Health Services**

Sandwell MBC provides our Occupational Health service. Shireland Learning Limited will ask that you complete a questionnaire, which will help to determine 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.

### **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. This includes your criminal records check, fitness to work, and references.

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

Information generated throughout the assessment process, for example, interview notes, is retained by us for 6 months following the closure of the advert.

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

### **How we make decisions about recruitment?**

The interview panel and our personnel team make final recruitment decisions. All of the information gathered during the application process is taken into account.

You are able to ask about decisions made about your application by speaking to a member of personnel team or by emailing [headteacher@st-michaels.sandwell.sch.uk](mailto:headteacher@st-michaels.sandwell.sch.uk)

### **Your rights**

Under the Data Protection Act 1998, you have rights as an individual, which you can exercise in relation to the information we hold about you.

### **Complaints or queries**

St Michael's Church of England High School tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

You do also have the right to lodge a complaint with the Information Commissioners Office (ICO) in relation to how St Michael's Church of England High School processes your personal data. If you wish to make a complaint to the ICO, you can do so on the ICO's website [www.ico.org.uk](http://www.ico.org.uk) or call their helpline on 0303 123 1113.

### **Access to personal information**

St Michael's Church of England High School tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you, we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold you need to put the request in writing addressing it to our Compliance Officer, or writing to the address provided below. If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone. If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Compliance Officer.

### **Disclosure of personal information**

In many circumstances, we will not disclose personal data without consent. However, when we investigate a complaint, for example, we will need to share personal information with the organisation concerned and with other relevant bodies.

### **Links to other websites**

This privacy notice does not cover the links within this site linking to other websites. We encourage you to read the privacy statements on the other websites you visit.

### **Changes to this privacy notice**

We keep our privacy notice under regular review. This privacy notice is due to be updated **22 March 2019**

### **How to contact us**

If you want to request information about our privacy policy, you can email us at [compliance@st-michaels.sandwell.sch.uk](mailto:compliance@st-michaels.sandwell.sch.uk) or write to:

St Michael's Church of England High School  
Curral Road  
Rowley Regis  
West Midlands  
B65 9AN