



**St George's**  
School Edgbaston

# PRIVACY POLICY FOR STAFF CANDIDATES

Revised: July 2018



We are committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect, store and use personal information about you during our recruitment and selection process. If you join us then we have an additional privacy notice relating to our employees and their working relationship with us.

## Who are we?

We are St George’s School and our address is 31 Calthorpe Road, Edgbaston, Birmingham, B15 1RX. We are the data controller of personal information about you.

If you have any questions about this policy or how we are using your personal information, please contact our Data Protection Officer Mr L Nicholas at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk).

## What is this privacy policy about?

This privacy notice sets out how we use your personal information during our recruitment and selection process. It is important that you read this notice so that you are aware of how and why we are using the personal information we are collecting, storing and using about you. Your rights over your personal information and how to exercise those rights are also set out in this privacy notice.

We have a separate privacy notice that sets out how we use your personal information if you join us as an employee.

This privacy policy answers the following questions – please click on the heading to take you to the section of this privacy policy that you would like to read:

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## **What personal information do we collect about you when you apply for a role with us?**

We will collect personal information from you when you apply for a role with us. This will be your: name; gender; marital status; previous surname(s); contact details; date of birth; NI number; employment history; qualifications; certificates; information you give us in your CV, covering letter and on our application form; information you give us in an interview; next of kin details; right to work information and references. We may also collect this information from a recruitment agency if you apply for a role with us through an agency.

We will collect sensitive or special categories of personal information from you when you apply for a role with us. This will be: criminal record checks and information about your health, including any medical condition or disability where this relates to the specific role applied for or where necessary to make appropriate provisions for you at an interview.

We also have CCTV on our premises for safeguarding and security reasons, to record any injuries and accidents sustained on School grounds and for identification purposes and may therefore collect images of you on our CCTV systems.

## **How do we use your personal information and what is our legal basis?**

### **Information collected during the recruitment process:**

We will collect, store and use your personal information in order to decide whether to offer you a role.

We will use your personal information to:

- assess your skills, qualifications and work experience;
- safeguard students;
- check your identity and right to work in the UK;
- decide whether you are suitable for the role;
- decide whether to interview you;
- arrange and carry out an interview with you (if relevant);
- keep in touch with you about our recruitment process;
- decide and let you know whether your application has been successful;
- decide the terms on which to employ you;
- take up references on you; and
- keep records relating to our recruitment process.

We use your personal information on the basis that it is necessary to take steps before entering into an employment contract with you. We also collect and use your personal information on the basis that we need to do so in order to comply with our legal obligations.

**Sensitive personal information collected during the recruitment process:**

We will collect, store and use your sensitive personal information in order to decide whether to offer you a role.

We collect, store and use your sensitive personal information:

- about your medical condition or disability status on the legal basis that it is necessary for taking steps prior to entering into a contract and on the additional condition that it is necessary to evaluate your fitness to work and to enable us to carry out our obligations and exercise our rights in the field of employment law;
- from your passport (which includes information relating to race, national or ethnic origin) to assess whether you are eligible to work in the UK on the basis that it is necessary to comply with a legal obligation to which we are subject and on the additional condition that it is to enable us to carry out our obligations and exercise our rights in the field of employment law;
- for investigating, pursuing or defending any legal claims on the legal basis that it is necessary to comply with a legal obligation and on the additional condition that it is to enable us to carry out our obligations and exercise our rights in the field of employment law;
- about drug and alcohol use on the legal basis that it is necessary for taking steps prior to entering into a contract and on the additional condition that it is necessary to enable us to carry out our obligations and exercise our rights in the field of employment law; and
- about whether you have committed a criminal offence or have any criminal convictions (where the law allows us to do so) on the legal basis that it is necessary for taking steps prior to entering into a contract and on the additional condition that it is necessary to enable us to carry out our obligations and exercise our rights in the field of employment law.

**What happens if I don't provide the personal information you have asked for?**

If you don't provide the personal information we need when we ask for it, we may not be able to continue with our recruitment and selection process or offer you a role e.g. if you don't give us details of your eligibility to work in the UK we cannot employ

you. If you have any concerns about whether you need to provide the personal information, please contact our Data Protection Officer Mr L Nicholas at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk).

### **Do we use your personal information to make automated decisions?**

You will not be subject to decisions that will have a legal or significant impact on you based solely on automated decision-making which means there will always be human involvement in the decisions that we make about our potential employees and we don't make decisions using only computer technology.

### **How long will we keep your personal information?**

If you do not join us, we will keep your personal information for a period of 6 months after you have let us know, or we have let you know, that you won't be coming to work for us. We keep your personal information for that period so that we can show that we have not discriminated against candidates and to show that our recruitment process is fair.

If a dispute arises between us, we will hold on to your personal information so that we can deal with the dispute and this may mean that we keep your personal information for longer than this period.

We will ensure that your personal information is securely deleted after the periods stated above.

### **Who will we share your personal information with?**

We will only share the personal information that you give us with the following third parties and for the following reasons:

- **With third parties who provide or support our IT systems:** We use reputable third parties to provide us with our IT systems and support for them, for example SIMS and CPOMS. They may access your personal information to the extent that they need to in order to provide their services or provide support to us as a processor;
- **With third parties who provide systems and support for education and learning:** We use reputable third parties (for example epraise, bSquared, ParentMail, ParentPay, Kerboodle, Accelerated Reader, Unifrog, Schools Fee Plan, Pearson Active Teach, PrimeTimetable, ISI, DFE (S2S, Collect), BugClub, MyMaths, Literacy Planet, Nessy, Cogmed, Testwise) to assist with providing our education and learning to pupils. They may access your personal

information to the extent that they need to in order to provide their services or provide support to us support to us as a processor;

- **In the unlikely event that we merge with or transfer our business assets:** If we sell all or part of our business, or merge with another school, we may transfer personal information that we have collected as described in this privacy policy, along with our other assets, to the organisation that we are selling to or merging with. The legal ground for this is that it is in our legitimate interests to be able to do so. For further information on our legitimate interests, please contact our Data Protection Officer Mr L Nicholas at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk);
- **With entities, companies or individuals outside our School for legal reasons:** We will share your personal information with entities, companies or individuals outside our School where it is necessary to comply with any law, rule, regulation, legal procedure or governmental request that is applicable to us, for example sending financial information to HMRC and sending information about our School to the Department for Education. We also have legal obligations (including in relation to safeguarding children) to report issues that arise or that are reported to us if they meet a certain level of seriousness and this may need to take place whether or not the issues are proven. This may include referrals to relevant authorities such as the LADO, the local authority or the police. The legal ground for this is that sharing your personal information in this way is necessary in order for us to comply with our legal obligations;
- **With entities, companies or individuals outside our School to obtain advice:** We also share your personal information with external professional advisors such as lawyers or accountants in order to take advice and for the purposes of legal and tribunal proceedings. The legal ground for this is that it is in our legitimate interests to be able to obtain professional advice from our external advisors about issues that may arise within our School. For further information on our legitimate interests, please contact our Data Protection Officer Mr L Nicholas at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk).

## **Will we transfer your personal information outside the European Economic Area?**

We store your personal information in the United Kingdom or in countries within the European Economic Area (“EEA”).

We will only transfer your personal information outside the EEA where our third party service providers who we share personal information with (as set out above) are based outside the EEA, have support services located outside the EEA or host personal information outside the EEA.

We only transfer your personal information outside the EEA where we have a legal ground for doing so and where we ensure that your personal information is protected to the same standard as it would be protected in the UK. We do this by entering into data sharing agreements with the recipients of your personal information based outside the EEA which comply with the EU Commission's standard clauses for the transfer of personal information, or where the third party is based in the US and is part of the US Privacy Shield.

If you would like further details about our transfer of your personal information outside the EEA please contact our Data Protection Officer Mr L Nicholas at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk).

### **Your rights over your personal information**

You have a right to make a complaint at any time to the Information Commissioner's Office (ICO), (the UK regulator for data protection issues. See <https://ico.org.uk/>). We would, however, appreciate the chance to deal with your concerns before you approach the ICO and so, if you are happy to do so, please contact our Data Protection Officer Mr L Nicholas at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk) in the first instance and we will try to resolve your issue.

You have a number of other rights over your personal information, which are:

- the right to ask us what personal information we have about you and to have a copy of your personal information from us;
- the right to ask us to correct any errors in your personal information;
- the right to object to our legitimate interests and our profiling activities where these are based on our legitimate interests;
- the right to object to us sending you marketing communications;
- the right to ask us to provide you with a copy of the personal information you have provided to us, in a structured, commonly used and machine-readable format and the right to transmit that personal information to another entity where: (i) we are using your personal information on the basis of your consent or on the basis that it is necessary to perform a contract with you; and (ii) the use we are making of your personal information is carried out by automated means;
- the right to ask us to delete your personal information where: (i) we don't need your personal information anymore; (ii) you withdraw your consent to our use of your personal information and we have no other legal basis to keep your personal information; (iii) you have asked us to review and explain our legitimate interests to you and we don't actually have a valid legitimate



interest to do what we are doing; (iv) our use of your personal information is illegal; (v) we have to delete your personal information to comply with our legal obligations;

- the right to ask us to restrict the use that we are making of your personal information where: (i) you don't think the personal information we have about you is correct, so that we can check if it is correct; (ii) what we are doing with your personal information is illegal but you would rather we stop using your personal information rather than delete it; (iii) we don't need your personal information anymore, but you need us to keep it so that you can exercise any legal rights; and (iv) you have asked us to review and explain our legitimate interests to you, so that we can check whether we actually have a valid legitimate interest to do what we are doing;
- the right to ask us to transfer your personal information in certain circumstances; and
- where the use of your personal information is based on your consent, the right to withdraw your consent at any time by contacting us at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk).

If you would like to exercise any of these rights over your personal information, please contact our Data Protection Officer Mr L Nicholas at [dpo@sgse.co.uk](mailto:dpo@sgse.co.uk).

### **How we'll keep your personal information up to date**

It is important that the personal information that we hold about you is accurate and current. Please keep us informed if your personal information changes during the recruitment process.

### **How we'll tell you about changes to this privacy policy**

We keep our privacy policy under regular review. Any changes we make to our privacy policy will be published in an updated privacy policy on our website. Any major changes to this document will be communicated with you via email.