



Queen Elizabeth's School

FOUNDED IN 1573

PRIVACY NOTICE FOR PROSPECTIVE EMPLOYEES

Queen Elizabeth's School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being given this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

DATA PROTECTION PRINCIPLES

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up-to-date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

THE INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you (where applicable):

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, national insurance number, employment history, qualifications, hobbies and interests, personal statement.
- Any information you provide to us during an interview.
- The results of any testing or exercises.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.
- Information about your health, including any medical condition, health and sickness records.
- Information about criminal convictions and offences.

WHY WE PROCESS THIS DATA

Under the GDPR, a data controller should only collect your personal data if it has a valid purpose for doing so that falls into one of the prescribed categories set out in the GDPR. The purposes for which we process your data are set out below.

- The School has a legitimate interest to process data for the purpose of managing the recruitment process – assessing your suitability for a role and deciding whom to offer the job to. We may also need to process data from job applicants to respond to and defend against legal claims.
- If successful in your application, we also need this data in order to be able to enter into a contract with you and for the fulfilment of that contract.

- We need to process data in order to meet our legal obligations, such as conducting checks to confirm your right to work in the UK, or for the completion of criminal record checks, prior to employment commencing.
- Information about any disabilities you may have is needed to ensure that reasonable adjustments can be made to the recruitment process, as required.
- Where we need to process other special categories of data, such as information about ethnic origin, sexual orientation, or disability, this is for equal opportunities monitoring purposes as permitted by the Data Protection Act 2018. This information will be kept separate from your application.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about applicants from a range of sources, including but not limited to the following:

- You, the applicant.
- Recruitment agencies.
- Disclosure and Barring Service in respect of criminal convictions.
- Your named referees.
- Data from third parties from a publicly accessible source.

SHARING YOUR DATA

We may share your data where reasonable with third parties, including third-party service providers such as recruitment consultants or advisers working with Queen Elizabeth's School.

We require third parties to respect the security of your data and to treat it in accordance with the law.

YOUR DATA RIGHTS

As a data subject, you have a number of rights under data protection law. Subject to statutory limitations, you can:

- Access and obtain a copy of your data on request.
- Require the School to change incorrect or incomplete data.
- Require us to delete or stop processing your data.
- Object to the processing of your data where we are relying on its legitimate interests.
- Ask us to transfer your data to another organisation.
- Raise a complaint with a supervising authority, e.g. the Information Commissioner's Office.

WHAT IF YOU DO NOT SUPPLY PERSONAL DATA

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Any queries about this privacy notice or complaints about the School's processing of your personal data can be sent to dpo@qebarnet.co.uk. Further information about GDPR is available on the Information Commissioner's Office website (<https://ico.org.uk/>)