

Privacy notice for prospective employees

School Values

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

Introduction

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.

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

This list is not exhaustive – to access the current list of information the school processes, please ask the Assistant Headteacher, Facilities and Resources to access the school's Data Asset Register.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- to inform the development of recruitment and retention policies
- to facilitate safer recruitment

Under the GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of facilitating safer recruitment, in accordance with the legal basis of public task, paragraph 2 (d) of Article 9 and the School Staffing (England) Regulations 2009.

"What does the Lord ask of you? To act justly, to love mercy and to walk humbly with your God."

(Micah 6:8)

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 and/or Governing Board 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 applicable)

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

Conditional offer of employment

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.

Therefore, you will 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.

For how long is the information retained?

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

How do we collect your information?

We collect your personal information via the following methods:

- application forms
- questionnaires

Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school's **Records Management Policy**, which can be found **link to policy or location where it can be found**.

For more information about how we securely store your information, please see the school's **Data and E-security Breach Prevention and Management Plan**.

Who do we share your information with and why?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data. These are the right to:

- Request access to the information the s we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information we hold about you, please contact our data protection officer (DPO) Amanda Moore, Sips Education, Guardian House, Cronehills Linkway, West Bromwich B70 8SW, 0121 296 3000 or by email at amanda.moore@sipseducation.co.uk.

If you are concerned about the way in which we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Amanda Moore, 0121 296 3000 or by email at amanda.moore@sipseducation.co.uk.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact name of DPO on contact details.

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.st-michaels.sandwell.sch.uk, the Gov.UK website, or email compliance@st-michaels.sandwell.sch to request a copy of our GDPR Data Protection Policy and Records Management Policy.