

PRIVACY NOTICE – Recruitment

Privacy Notice - How we use recruitment information

[Note – for the purpose of this notice the term employee includes students, volunteers, committee members and boards of directors]
The Data Protection Officer with responsibility for monitoring this privacy notice is Natalie Raby-Osborn.

Why do we need your data

New Millside Pre-school process personal data relating to recruitment and those we may employ to work as, or are otherwise engaged to work as, part of our workforce in accordance with Article 6 – ‘the rights of data subjects’ under the Data Protection Act 1998.

{Article 9 – ‘processing of special categories of personal data’ under the GDPR - from May 2018}

We use this data to:

- move your application forward
- check that you’re the right candidate for the role
- get in contact with you
- send you notifications for vacancy roles
- to inform the development of our recruitment and retention policies

New Millside Pre-school collect, hold and may share the following information.

These include:

- Personal details – including your name, address, email address, telephone number and other contact information that allows us to meet our organisational and statutory obligations.
- Copies of driving licence, passport, birth certificates and proof of current address, such as bank statements and council tax bills.
- Copies of CV, Application form, and documents requested to complete in relation to the job vacancy.
- Diversity and equal opportunities monitoring information - Characteristics such as ethnicity, language and nationality.
- Contractual matters, suitability screening information, qualifications, right to work documentation.
- Health and well-being – including discussions about everyday matters. Information about your health, including medical needs or conditions.
- If you contact us regarding your application, a record of that correspondence.

Collecting information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

We may use your personal data in the following ways:

- To consider your application in respect of a role for which you have applied.
- To consider your application in respect of other roles.
- To communicate with you in respect of the recruitment process.
- For any other purpose for which you give us your consent to use Personal Data
- To prevent, detect and prosecute fraud and other crime
- To comply with legal obligations

We may collect information from third parties. These include:

- Former employers and people named by candidates as references
- Credit reference agencies
- the Disclosure and Barring Service (DBS)
- Other background check agencies
- Ofsted Suitability Checks

Sharing information

The information that you provide to us, whether mandatory or voluntary, will be regarded as confidential. We do not share your information with anyone without consent unless the law and our policies allow or require us to do so.

We may share your personal data:

- With professional advisors or third party contractors who provide services to us
- Where we are under a legal obligation to do so, for example where we are required to share information under statute, to prevent fraud and other criminal offences or because of a court order.
- Where a person, or a person with whom they live, becomes disqualified from working with children and young people
- To prevent significant harm arising to children, young people or adults, including the prevention, detection and prosecution of serious crime.

Storing data

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for - including legal, accounting, or reporting requirements. This will depend on, the nature of the personal data, the purpose for which we process it, whether we can achieve these purposes in other ways

- We ensure that access to files is restricted to those authorised to see them such as pre-school manager, administration and

finance officer and our committee.

- These confidential records are stored in a locked filing cabinet in the office. On the office computer and backed up onto OneDrive, both are password protected and documents are also stored securely at an offsite lockup.
- For documents supporting recruitment, application and sifting the retention period is 3 years.
- If you are unsuccessful, personally identifiable data is removed 12 months after your most recent application.
- If you are successfully recruited, we will upload your details to our database and store in an independent file the personal information you provided in the recruitment process. As a member of staff you will sign a contract of employment and agree to additional terms on how your data is handled and stored in our employee privacy notice.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information that we hold about you.

To make a request for your personal information contact Natalie Raby-Osborn in writing.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- erasure of personal data concerning you in certain situations
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Please let us know if the Personal Data that we hold about you needs to be updated

If you would like to discuss anything in this privacy notice, please contact Natalie Raby-Osborn

Complaints/Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

