



# The Tiffin Girls' School

## Privacy Notice for Job Applicants

REVISED JUNE 2021

### Introduction

1. This privacy notice advises job applicants of the school's data protection responsibilities on the collection, storage and use of personal data about individuals who apply to work at or be engaged by The Tiffin Girls' School (the School).
2. The School is committed to being transparent about how we collect and use personal data and to meeting our data protection obligations.
3. The School is required to explain how and why we collect personal data and what we do with that information. This privacy notice will also provide information as to what you can do about your personal information that is held and processed by us.
4. We, The Tiffin Girls' School, Richmond Road, Kingston upon Thames, KT2 5PL, are the 'data controller' for the purposes of data protection law.
5. The Data Protection Officer is Emma Kilburn, Deputy Headteacher. Ms Kilburn can be contacted at [dataprotection@tiffingirls.org](mailto:dataprotection@tiffingirls.org).
6. This privacy notice should be read in conjunction with the following documents which can be found on the Data Protection page of the school [website](#)
  - Data Protection Policy
  - Records Management Policy

### The personal data held by the School

7. The School collects and processes data relating to those who apply to work at or be engaged by the School. Personal data is any information that relates to you and can be used directly or indirectly to identify you. Personal data that may be collected, used, stored and shared (when appropriate) about you includes, but is not restricted to:
  - Contact details (name, address, email, telephone)
  - Age range, marital status, gender
  - Current salary and benefits
  - National Insurance number
  - DfE teacher number (if applicable)
  - Copies of right to work in the UK documentation (passport, birth certificate, driving licence, permits, visas)
  - Copies of identification (could include the documents listed in the above bullet as well as bank statement, credit card statement, tax statement)
  - Referees

- Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships
  - DBS certificate numbers, dates and any disclosures made
  - Relationships (and the nature where applicable) to any members of staff or governors
8. The School may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):
    - Race, ethnicity, religious or philosophical beliefs, sexual orientation and political opinions
    - Trade union membership
    - Health, including any medical conditions, and sickness records
    - Disability, including any records for reasonable adjustments made throughout the recruitment process
    - Photographs and CCTV images captured in school
  9. The School may also collect, use store and share (when appropriate) information about criminal convictions and offences.
  10. The School may also hold data about you received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

#### **Why the School collects and processes applicant data**

11. The School processes data relating to applicants for employment purposes to assist in the recruitment process, including to:
  - Enable the School to manage its recruitment process
  - Facilitate safer recruitment, as part of the School's legal obligations towards safeguarding students
  - Ensure the School is complying with its legal obligations in relation to the right to work in the UK
  - Ensure a candidate is suitable for the role, including establishing relevant experience and qualifications
  - Enter into an employment contract, should you be successful
  - Enable ethnicity and disability monitoring in accordance with the Equality Act
  - Ensure reasonable adjustments can be made for disabled applicants
  - Ensure a fair recruitment process has taken place
12. The School does not currently process any personal data through automated decision making or profiling. If this changes in the future, any relevant privacy notices will be amended in order to explain the processing to you, including your right to object to it.

#### **The School's lawful basis for using this data**

13. In applying for a role at the School you are seeking to enter into an employment contract with the School. As such, the legal basis for processing your personal data is contractual because the information we hold, process and share during the recruitment process is in contemplation of entering into the employment contract and it allows us to take steps necessary to recruit you.
14. The School will need to process data to ensure that it is complying with its legal obligations. For example, the School must check an applicant's entitlement to work in the UK. Safer recruitment procedures in schools also require appropriate checks to be made on people who work with children.

15. Some special categories of personal data, such as information about health or medical conditions, are processed to comply with employment law and health and safety obligations (such as those in relation to disabled employees.)
16. The School also processes other special categories of personal data, such as information about ethnic origin, or religion or belief. This is done for the purposes of equal opportunities monitoring and in accordance with its Public Sector Equality Duty in accordance with the Equality Act.
17. Some of the reasons special category data on applicants is processed include:
  - Legal claims. The processing is necessary for the establishment, exercise or defence of legal claims. This allows us to share information with our legal advisers and insurers.
  - For equal opportunities monitoring.
  - For medical reasons to ensure that we comply with our health and safety obligations to you

### **Collecting this data**

18. While the majority of information the School collects about you is mandatory, there is some information that can be provided voluntarily. Whenever the School seeks to collect information you, it is made clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.
19. The School collects information in a variety of ways, for example, through:
  - Application forms, covering letters or CVs
  - Your passport or other identity documents, such as your driving licence
  - From third parties such as the DBS in carrying out safeguarding checks, references supplied by former employers
  - Forms completed by you as part of the recruitment process
  - Correspondence with you or, where relevant, with a recruitment agency
  - Interviews, meetings or other assessments as part of the recruitment process
20. Most of the data the School holds about you will come from you, but the School may also hold data about you from:
  - Local authorities
  - Government departments or agencies
  - Police forces, courts, tribunal
  - Recruitment Agencies

### **Storing this Data**

21. The School will only retain the data collected for as long as is necessary to satisfy the purpose for which it has been collected. Details of how long certain documents are retained is set out in the School's Retention Schedule, a copy of which is available on request from the Data Protection Officer.
22. The School has put in place appropriate security measures to prevent your personal information from being accidentally lost, accidentally destroyed, used or accessed in an unauthorised way, altered or disclosed.

23. Where the School engages third parties to process personal data on its behalf, they do so based on written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data. For example, the School ensures encrypted devices, passwords, virus protection and appropriate firewalls are utilised.
24. If you are successful in being appointed to the role, all personal data collected by the school will be processed and transferred to your personnel file.
25. Ongoing collection and processing of your personal data in relation to your employment with the school is explained in our privacy notice for staff, a copy of which will be provided to you on appointment.
26. If you are unsuccessful in your application, the school will retain your personal information for a period of 12 months after the end of the recruitment process. With your consent, the school may keep your personal data on file for a further 12 months for consideration of future employment opportunities. Should you withdraw your consent within that time, or once that time period has expired, your data will be deleted or destroyed.

### **Data Sharing**

27. The School does not share information about you with any third party without your consent unless the law and our policies allow us to do so.
28. In the event you are successful, the School is required, by law, to pass certain information about those engaged by us to specified external bodies, such as our local authority (LA) and the Department for Education (DfE), so that they are able to meet their statutory obligations.
29. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with other members of staff involved in the recruitment process in order for them to perform their roles. This can include sharing personal data with the Senior Leadership Team, Governors, HR (including payroll) and line managers.
30. We may also share your personal data with third parties. This can include when obtaining background checks as part of safer recruitment guidelines, pre-employment references and criminal records checks from the DBS.
31. We may share your data with third parties that process data on the School's behalf, for example, in connection with occupational health services.
32. Throughout these processes we maintain strict confidentiality and only process and retain the personal data for as long as is necessary in accordance with our retention schedule and the processing purposes we state.

### **Transferring data internationally**

33. With cloud-based storage and some other services sometimes being supplied outside the UK, personal data can be sent to other jurisdictions.
34. Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

35. Our servers and storage systems are based in the UK, EU or the European Economic Area (EEA) and we have ensured that appropriate safeguards are in place to protect your personal data.

### **Your rights regarding personal data**

36. Individuals have a right to make a subject access request to gain access to personal information that the School holds about them.
37. Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:
- Object to the use of your personal data
  - Prevent your data being used to send direct marketing
  - Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
  - In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
  - In certain circumstances, be notified of a data breach
  - Make a complaint to the Information Commissioner's Office
  - Claim compensation for damages caused by a breach of the data protection regulations
38. To exercise any of these rights, please get in touch with our Data Protection Officer. See below for contact information.
39. If you have a concern about the way we are collecting or using your personal data, please raise your concern with the School in the first instance by contacting our Data Protection Officer. We take any complaints about our collection and use of personal information very seriously.
40. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/> or call 0303 123 1113 or write to ICO, Wycliffe House, Water lane, Wilmslow, Cheshire, SK9 5AF

### **Contact us**

41. If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

Emma Kilburn  
Deputy Headteacher and Data Protection Officer  
The Tiffin Girls' School  
Richmond Road  
Kingston upon Thames  
Surrey KT2 5PL

020 8546 0773

[dataprotection@tiffingirls.org](mailto:dataprotection@tiffingirls.org)