



Privacy Notice – Staff /Job Applicants

What is the purpose of this document?

This privacy notice has been written to inform staff already at School and applicants for job vacancies at Archbishop Runcie CofE First School (ARFS) about how and why we process their personal data.

Who are we?

ARFS is a 'data controller' as defined by Article 4 (7) of the General Data Protection Regulation (GDPR). This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The School has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the School is compliant with GDPR and to oversee data protection procedures. Veritau's contact details are:

Information Governance
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL



schoolsDPO@veritau.co.uk
01609 53 2526

What information do we collect and why do we need it?

The personal data we collect about you includes:

- personal identifiers (your name, address, date of birth, National Insurance number etc);
- previous job experience, qualifications and record (including employment references);
- information about your ethnicity, disability, religious beliefs and sexual orientation (for the purposes of equality and diversity monitoring);
- information about any criminal convictions you have;
- where relevant, information about your prohibition from teaching in the UK or European Economic Area;
- where relevant, information about you and members of your household in relation to disqualification from providing childcare under the Childcare Act 2006;
- information about your right to work in the UK; and
- relevant medical information which affects your employment.

The School is required to process your personal data and your special category data to take necessary steps to enter in to an employment contract. The School is also legally required to collect some information as defined by employment law.

Who has access to your personal data?

Your information will only be made available to those who need it to perform the functions of their office or to do their job in relation to your employment. This includes shortlisting and interview/assessment panels and relevant administrative staff. The panels could include individuals from other organisations and we will tell you in advance if that it is the case.

Who do we share your personal data with?

In the case of successful applicants only, we will share your information with the following organisations:

- Newcastle City Council – provider of HR transactional and Occupational Health services to the School
- Disclosure and Barring Service to conduct criminal record checks.

How long do we keep your personal data for?

We will keep your data in line with our Data Protection Policy. Most of the information we process about you will be determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs.

Do you transfer my data outside of the UK?

Generally the information that the School holds is all held within the UK. However, some information may be held on computer servers which are held outside of the UK. We will take all reasonable steps to ensure your data is not processed in a country that is not seen as 'safe' by the UK government. If we do need to send your data out of the European Economic Area it will ensure it has extra protection from loss or unauthorised access.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data - this notice fulfils that obligation;
- to request access to your personal data that we hold, and be provided with a copy of it;
- to request that your personal data is amended if inaccurate or incomplete;
- to request that your personal data is erased where there is no compelling reason for its continued processing;
- to request that the processing of your personal data is restricted; and
- to object to your personal data being processed.

If you wish to exercise any of these rights, you can find further information on the School's website at: <https://archbishop-runcie.eschools.co.uk/website>

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO at the address provided above.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the School has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.gsi.gov.uk // 03031 231113

Further information

Occupational Health is provided by Newcastle City Council so please refer to their Privacy Notice for further information.