

## Job Applicant Data Privacy Notice

As part of any recruitment process, Radnor House Twickenham collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Radnor House School is the “Data Controller” of your personal data. We are registered with the Information Commissioner’s Office (our notification number is ZA085995) and we are committed to ensuring that the personal data we process is handled in accordance with data protection legislation. The first point of contact for any query regarding data protection is the school’s Business Manager, on 020-8891-6264.

One of our responsibilities is to tell you about the different ways we collect and use your personal data. This statement provides details about these uses. In addition to this statement, you will be given further information about the uses of your personal data if your application is successful. This Notice should be read in conjunction with the school’s Data Protection Policy which can be found on the school website [www.radnor-twickenham.org](http://www.radnor-twickenham.org) or, on request from the school office a hard copy can be provided.

### What personal data do we collect

Your data is stored in a range of systems and formats. These include in your recruitment file, in the organisations HR management system and in other IT systems, including the organisations email system.

Radnor House Twickenham processes a range of information collected from you.

This may include:

- your name, address and contact details, including email address and telephone number;
- your gender and date of birth;
- details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- information about your current level of remuneration, including benefit entitlements;
- details of your marital status and dependents;
- your country of domicile, nationality and entitlement to work in the UK.

### High risk personal data

- Details of your bank account and national insurance number.
- Passport number (or National Identity Card details) and driving license information.

### Special category and criminal offence data

- Where permitted by law, equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
- Where permitted by law, we may hold information from criminal record checks.

The school may collect this personal data in a number of ways. For example, identity information might be collected through application forms, CV’s or resumes; obtained from your passport or other documents such as your driving license; from the correspondence with you; or through interviews, meetings or other assessments.

### Personal data provided by third parties

- The organisation will also collect personal data about you from third parties, such as references supplied by former employers, recruitment agencies.

## **Why do we process personal data?**

Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. In order to comply with data protection legislation (GDPR 2018, and DPA 2018), the school needs a lawful basis to process your personal data. We use the following lawful reasons to obtain and use your personal data.

- **Consent**

Radnor House Twickenham does not make use of Consent as a Lawful Basis to process personal data belonging to job applicants.

- **Contract**

Radnor House Twickenham needs to process your personal data to take steps at your request, prior to entering into a potential employment contract with you.

- **Legal Obligation**

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts, and it is required to conduct several background checks in line with statutory safeguarding regulations.

- **Legitimate Interest**

In other cases, the school has a legitimate interest in processing personal data during and after the end of the recruitment process., including:

- Running the recruitment processes;
- Responding to and defending against legal claims;
- Maintaining and promoting equal opportunities within the workplace.

## **How do we protect your data?**

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage third parties to process personal data on our behalf, they do so on the basis of written instructions contained within a contract, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

## **Who may have access to personal data**

Your information will be shared internally for the purposes of the recruitment exercise. This includes with members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The school will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The school will then share your data with former employers to obtain references for you.

The school may share your personal data with third parties in order to, obtain pre-employment references from other employers, obtain employment background checks from third party providers and to obtain necessary criminal record checks. Any offer of employment the school gives, is conditional upon the receipt of these satisfactory references and other background checks.

## **Processors**

Radnor House Twickenham may share your personal data with third-party processors who provide services to the school. These services include:

- Recruitment agencies;
- Employment and credit reference agencies.

### Joint Controllers

The organisation does not share personal data of employees with any Joint Controllers.

### Separate Controllers

The school may share your personal data with organisations where we have a legal obligation, contract or other legitimate interest to do so, including:

- The Disclosure and Barring Service.

### Do we transfer information overseas?

Some of the personal data we process about you may be transferred to, and stored outside the European Economic Area (EEA). This may happen where references or police checks are requested from schools and authorities abroad. All transfers will be handled in accordance with UK data protection legislation.

### How long do we hold your personal data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in the school's Records Management Policy (including Data Retention Timescales).

### What if you do not supply your personal data

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

### Right to Object / Concerns

You have the right to object to the way we process your data. To exercise this right, please contact the Business Manager.

If you have concerns about the use of your personal data, the Information Commissioner's Office is an independent body set up to uphold information rights in the UK. They can be contacted through their website: [www.ico.org.uk](http://www.ico.org.uk), or their helpline on 0303 123 1113, or in writing to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.