

Privacy Notice

For

Applicants

Privacy Notice – Employees

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What service is being provided?	Employment Records for school staff			
What personal data do we need?	Name	Address	Date of Birth	Contact Details, including email and phone number
	NI Number	Employment History	Current Level of Pay and any Allowances	Pre-employment check, including entitlement to work in UK and Criminal record checks
	History of sickness absence from previous employer	Reference and Referee contact details	Qualifications/ Skills / Experience, including Education, Continuing Education and Professional Qualifications	Breaks in employment history
	Ability to travel	Training and Development History	Close Personal Relationship information	Disability information for reasonable adjustments
Who will be using your Personal Data?	Data Controller		Woodlands School	
	Data Protection Officer		Lauri Almond (Essex County Council)	
	Data Processors Who are they?		Yes Members of the HR and Recruitment team, Interviewers, relevant governors, trustees, Legal services contacted by the school	
What will it be used for?	Purpose		Recruitment	
	Legal Conditions		-Under contract -Employment, Social Security, Social Protection	

Who else might we share your data with?	HR, Legal, Trustees, Governors, Headteacher			
Will your data be stored in or accessible from countries with no UK equivalent privacy law?	No			
How long will your data be kept?	When will it stop being used		Unsuccessful Candidate – Date of appointment of successful candidate + 6 months. Successful Candidate – Data will be held in line with retention schedule	
	How long after this will it be deleted		Unsuccessful Candidate – Date of appointment of successful candidate + 6 months. Successful Candidate – Data will be held in line with retention schedule	
Our use of the data will be subject to your legal rights	Inform ✓	Access ✓	Rectify ✓	Erase ✓
	Restrict	Portable	Object ✓	Automate
Direct Data	Why we are allowed to use and ask for it		Contract Law Eligibility to work in the UK	
	What could happen if you refuse your data		Unable to process application/continue with recruitment process	
Indirect Data	Who is giving us data?		Previous employer/s DBS service Teaching regulation agency Overseas Embassies	
	Is it a source open to anyone?		No	
	Categories of data being given		Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, suitability/safeguarding checks, prohibition, right to work and qualifications checks	
<p>Visit the following links for more information about Privacy Law, our obligations and your Rights:</p> <p>The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016</p>				
<p>If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:</p>				

Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH
Email	IGS@essex.gov.uk
Phone Number	03330322970
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:	
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113

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