



Recruitment Privacy Notice

Data Protection Officer | August 2022

Minsthorpe Community College: A place where everyone plays a part in strengthening our learning community through Motivation, Commitment & Care.



Minsthorpe
Community College

Section 1

Recruitment Privacy Notice

This Privacy Notice has been written to inform prospective employees of Minsthorpe Community College about what we do with your personal information.

Section 2

Who are we?

Minsthorpe Community College is a 'Data Controller' as defined by Article 4 (7) of the UK 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 college has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the college is compliant with the UK GDPR and to oversee data protection procedures. Veritau's contact details are:

Schools Data Protection Officer
Veritau Ltd
County Hall
Racecourse Lane
Northallerton
DL7 8AL

schoolsDPO@veritau.co.uk
01904 554025



Section 3

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

As part of your job application Minsthorpe Community College will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Numbers;
- ID Documents;
- Eligibility to Work
- Previous employment history;
- Education and Professional Qualifications;
- Membership of professional or government bodies;
- Referee Details;
- Equalities information (so that we can monitor workplace equality);
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Relevant criminal history data as required to determine suitability for the role.
- Any other relevant information you wish to provide to us.

Section 4

Personal Data

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees,
- The Disclosure and Barring Service,
- The Local Authority.



Who do we share your personal data with?

Generally, we will keep your personal data within the college but in some instances may be required to disclose your personal data to:

- Third party assessment providers (in order to facilitate your suitability for a role),
- The Local Authority (who may assist the college with the recruitment process),
- Our governing body.

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

How long do we keep your personal data for?

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention periods;
If your job application is unsuccessful	Your information will be kept for six months

What is our lawful basis for processing your personal data?

The College is required to process your personal data, your special category data and your criminal history data for the performance of your employment contract or to take necessary steps to enter into an employment contract.

The College is also legally required to collect some information as defined by employment law (i.e equalities and diversity).

The College therefore relies on Article 6(1)(b) and Article 6(1)(e) of the General Data Protection Regulation to process your personal data, Article 9(2)(g) of the General Data Protection Regulation to process your special category data.

To process your criminal history data, the College relies on the following conditions under Schedule 1 of the Data Protection Act 2018:

- 1 (6). Statutory and government purposes
- 5 (10). Preventing or detecting unlawful acts
- 13 (18). Safeguarding of children and individuals at risk



What rights do you have over your data?

Under the UK GDPR you have the following rights in relation to the processing of your personal data:

- To be informed about how we process your personal data. This notice fulfils this 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
- To object to your personal data being processed

You can exercise any of these rights by contacting: Assistant Principal (Assessment and Outcomes / Data Protection Officer) at enquiries@minsthorpe.cc

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 on 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 college 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

icocasework@ico.org.uk
0303 123 1113

Last Updated

We may need to update this privacy notice periodically, so we recommend that you revisit this information from time to time. This version was last updated on 18th August 2022.

