

# RECRUITMENT PRIVACY NOTICE



**Blundell's**  

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PREPARATORY SCHOOL



**Blundell's**  

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FOUNDED 1604

## **RECRUITMENT PRIVACY NOTICE**

### **WHAT IS THE PURPOSE OF THIS DOCUMENT?**

Your privacy is important to us and we want to keep your personal information safe. This Privacy Notice tells you how we do that and sets out your rights when it comes to the information that we hold about you. It applies to all personal data provided to us during the recruitment process.

Blundell's Preparatory School and Blundell's School, together the "School", is a data controller under data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

### **THE KIND OF INFORMATION WE HOLD ABOUT YOU**

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

We collect personal data in order to ensure a fair, consistent and well-informed recruitment process. We will only request personal information that will genuinely support us in doing this.

We will collect, store, and use the following categories of personal information about you:

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Date of birth
- Education details
- Employment history
- References
- Entitlement to work in the UK
- Health and attendance
- Equality and diversity information
- Criminal convictions and offences

## **HOW IS YOUR PERSONAL INFORMATION COLLECTED?**

We collect personal information about you through our recruitment process either directly from you or from third parties including former employers, external referees or other background check agencies. We will also undertake a basic online search and may record any virtual interviews that take place.

## **HOW WE WILL USE INFORMATION ABOUT YOU**

We will only use your personal information when the law allows us to. Most commonly, we will use your personal information in the following circumstances:

1. To update you on matters relating to your application to work at the school
2. To support you with the recruitment process at the school
3. To assess your skills, qualifications and suitability for the role
4. To carry out reference checks, where applicable
5. To keep records relating to our recruitment process
6. To check your eligibility to work in the UK
7. To provide you with information that we think may be of interest to you if you have agreed to receive it, or the law otherwise permits or requires it.

## **Legal Basis for Processing your Data**

The legal basis for processing your personal data are:

- For the performance of the recruitment process you have entered into
- For compliance with our legal obligations
- For compliance with the legitimate interests of the school or those of a third party and where your interests and fundamental rights do not override those interests.

## **DATA SHARING**

We may have to share your data with third parties, including third-party service providers and other entities in the group.

We require third parties to respect the security of your data and to treat it in accordance with the law.

## Why might you share my personal information with third parties?

We may share your personal information with third party service providers if they are involved in the recruitment process or your application for employment is successful and we make you an offer of employment. These providers may assist us with administering the provision of our services, e.g. reference checking and other related business entities, e.g. DBS checks and social media checks.

## DATA SECURITY

We have put in place measures to protect the security of your information in accordance with current data protection legislation. Access to your personal information is limited to those employees and third parties who have a business need to know for the purposes of recruitment.

## DATA RETENTION

### How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal or reporting requirements. If you are successful we will retain your data as identified in the Staff Privacy Notice. If you are unsuccessful we will retain your data for one year.

## YOUR RIGHTS

You have a number of rights in relation to your personal information. You have the right to request that we:

- Provide you with a copy of the information that we hold about you
- Update any of your personal information if it is inaccurate or out of date
- Delete the personal data we hold about you
- Stop processing your data if you have valid objections to such processing.

If you believe we have not complied with your rights, you can contact the Information Commissioner's Office (ICO).

If you do not provide personal information, it is likely to be impossible for the school to consider your application.

Author: HR Bursar

Date: Spring 2022

Date Reviewed: Spring 2023

Next Review due: Spring 2025 and periodically in the light of Data Protection law changes

### Amendments:

1. Autumn 2022 – Addition of online checks
2. Spring 2023 – Addition of video interviews and social media checks

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