



Privacy notice for Prospective Employees

Businesses are currently required to detail to staff how their personal data may be collected and used.

Who processes your information?

The School / Charity is the data controller of the personal information you provide to us. This means they determine the purposes for which, and the manner in which, any personal data relating to prospective employees is to be processed.

Pete Smith is the Data Protection Officer (DPO). Their role is to oversee and monitor the School's / Charity's data processing practices. This individual can be contacted on 0151 632 3201 or psmith@wkrs.co.uk.

Where necessary, third parties may be responsible for processing prospective employees' personal Information (i.e. external recruitment agencies). Where this is required, the School / Charity places data protection requirements on third party processors to ensure data is processed in line with staff members' privacy rights.

Why do we need your information?

The Charity / School, West Kirby School & College ('WKS', 'WKRS', 'West Kirby Residential School'), has the legal right and a legitimate interest to collect and process personal data relating to those who apply to be employed and work at the School / Charity.

We process personal data in order to meet the safeguarding requirements set out in UK employment and childcare law, including those in relation to the following:

- Safeguarding Vulnerable Groups Act 2006
- Keeping Children Safe in Education 2016
- The Childcare (Disqualification) Regulations 2009

Prospective employees' personal data is also processed to enable the selection of suitably experienced and qualified staff to work at (and be employed by) the School / Charity.

West Kirby School and College

Meols Drive, West Kirby, Wirral, CH48 5DH

President: Anthony Shone, DL **Principal:** Sian Thomas, BA Hons, QTS, NPQH

T: 0151 632 3201 F: 0151 632 0621 Email: schooloffice@wkrs.co.uk Twitter: [@westkirbyschool](https://twitter.com/westkirbyschool)

www.wkrs.co.uk

Registered charity No.207790

A company limited by guarantee, registered under the Companies Act, London No.200018. Registered office as above.



What categories of data are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnic group
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

This list is not exhaustive – to access the current list of information the Charity / School processes, please contact our HR Team.

Which data is collected?

The personal data we will collect from prospective employees of the School / Charity includes the following:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Whether or not you have a disability for which the University needs to make reasonable adjustments during the recruitment process;
- Information about your eligibility to work in the UK; and
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, disability and religion or belief.

The School / Charity may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The School / Charity may also collect personal data about you from third parties, such as health questionnaire information from our Occupational Health service to help ensure the School / Charity considers additional control measures where and when required, information from criminal records checks etc.

The School / Charity may seek information from third parties prior to, or after, a job offer that has been made to you and will inform you that it is doing so. This may involve contacting your referees before a job offer is made.

Data will be stored in a range of different places, including on your application record, in HR and Payroll systems and on other IT systems (including email).

Why does the School / Charity process personal data?

The School / Charity needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the School / Charity 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.

The School / Charity has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the School / Charity to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The School / Charity may also need to process data from job applicants to respond to and defend against legal claims.

The School / Charity may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the School / Charity processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the School / Charity is obliged to seek information about criminal convictions and offences.

Where the School / Charity seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The School / Charity will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview panel members involved in the recruitment process (this may include external panel members), other managers in the Department / Charity / School with a vacancy (where appropriate) and IT staff if access to the data is necessary for the performance of their roles.

The School / Charity may share your data with third parties, prior to any application for employment that is successful and it makes you an offer of employment.

As well as circulating your application and related materials to the appropriate staff at the School / Charity, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- Where relevant and as required for some posts, NHS organisations or similar organisations (e.g. NHS Trusts or Local Education Training Boards).

- Companies or organisations providing specific services to, or on behalf of, the University (e.g. RUH Occupational Health Service).

Your data may be transferred outside the European Economic Area (EEA) in order to meet our contractual obligations with you (e.g. to conduct reference checks). Such transfers are carried out with appropriate safeguards in place to ensure the confidentiality and security of your personal information.

How does the School / Charity protect your personal data?

The School / Charity takes the security of your data seriously. It has 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 proper performance of their duties. Further details about the School's / Charity's security procedures in relation to HR-related data can be found in our data protection policies.

How long is your data retained for?

If your application for employment is unsuccessful, the School / Charity will hold all your data electronically, and on the hard-copy recruitment file for 6 months after the end of the relevant recruitment process (except if the person appointed to the post is sponsored under the UK's points-based immigration system, when the School / Charity is required to retain the applications of all candidates shortlisted for final interview for 6 months or until UK Visas & Immigration (UKVI) have examined and approved them, whichever is the longer period). All non-personal data will be deleted and permanently destroyed after this point.

If your application for employment is successful, the School / Charity will hold all your personal data gathered during the recruitment process, which will be transferred to your personnel file (in hard copy or electronic format, or both), and on HR and Payroll systems and retained for the duration of your employment. The periods for which your data will be held on our HR and Payroll systems are set-out in the School's / Charity's Data Retention Policy.

Wherever possible we will not retain original documents or print-outs and instead will make a note on our central HR and Payroll system that the relevant check or procedure has been completed.

What are your rights?

As the data subject, you have specific rights to the processing of your data.

You have a legal right to:

- Access and obtain a copy of your data on request;
- Require the School / Charity to change incorrect or incomplete data;
- Require the School / Charity to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where the School / Charity is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the School's / Charity's Data Protection Officer using the contact details provided at the end of this Privacy Notice. If you believe that the School / Charity has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

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

Automated decision making

Recruitment processes are not based solely on automated decision-making.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our data protection officer.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:

Pete Smith – psmith@wkrs.co.uk