

Recruitment Privacy Policy



Accepted on: 1st September 2023

Reviewed by: RR/FGB

Next Review: 31st August 2024

Responsibility: RR

Policy Held: Staff Handbook - Teams

THE WOODROFFE SCHOOL

Recruitment Privacy Notice

The Woodroffe School is the data controller for the information you provide during the recruitment process unless otherwise stated.

What will we do with the information you provide to us?

The information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements.

We will not share any of the information you provide during the recruitment process with any third parties or store any of your information outside of the European Economic Area. The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format.

We will use the contact details you provide to us to contact you to progress your application. We will use the other information you provide to assess your suitability for the role you have applied for.

What information do we ask for, and why?

We do not collect more information than we need to fulfil our stated purposes and will not retain it for longer than it is needed.

The information we ask for is used to assess your suitability for employment. You don't have to provide what we ask for but it might affect your application if you don't.

Application stage

We ask you for your personal details including name and contact details. We will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. You will also be asked to provide equal opportunities information. This is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to hiring managers, in a way which can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

Shortlisting

Our hiring managers shortlist applications for interview. They will not be provided with your equal opportunities information if you have provided it.

Assessments

We might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. All information about you gathered through such a process will be retained for the same duration as all other information gathered as part of the recruitment process.

Conditional offer

If we make a conditional offer of employment we will ask you for information so that we can carry out pre-employment checks. You must successfully complete pre-employment checks to progress to a final offer. We are required to confirm the identity of our staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend our office with original documents, we will take copies.
- Proof of your qualifications – you will be asked to attend our office with original documents, we will take copies.
- You will be asked to complete a criminal records declaration to declare any unspent convictions.
- We will provide your email address to the Head's PA who will contact you to complete an application for a Criminal Record check via the Disclosure and Barring Service
- We will contact your referees, using the details you provide in your application, directly to obtain references
- We will also ask you to complete a questionnaire about your health. This is to establish your fitness to work.

If we make a final offer, we will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so we know who to contact in case you have an emergency at work
- Details of any vehicles that you will bring onto the school site

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If you accept a final offer from us, some of your personnel records will be held on SAP which is an HR records system used by Dorset County Council on our behalf for the purposes of payroll and the retention of data about your employment.

Here is a link to their Privacy Notice:

<https://www.sap.com/corporate/en/legal/privacy.html>

Occupational Health

If we make you a conditional offer, we will ask that you complete a questionnaire which will help to determine if you are fit to undertake the work that you have been offered, or advise us if any adjustments are needed to the work environment or systems so that you may work effectively.

We will send you the questionnaire. The information you provide will be held by Dorset County Council's Occupational Health Team who will provide us with a fit to work certificate or a report with recommendations. You are able to request to see the report before it is sent to us. If you decline for us to see it, then this could affect your job offer. If an occupational health assessment is required, this is likely to be carried out by Dorset County Council's Occupational Health Team or on occasion OH Assist, the County Council's external occupational health specialists.

Here is a link to their Privacy Notice:

<http://www.ohassist.com/privacy-policy/>

How long is the information retained for?

If you are successful, the information you provide during the application process will be retained by us as part of your employee file for the duration of your employment plus 6 years following the end of your employment.

If you are unsuccessful at any stage of the process, the information you have provided until that point will be retained for 6 months from the closure of the campaign.

Information generated throughout the assessment process, for example interview notes, is retained by us for 6 months following the closure of the campaign.

Equal opportunities information is retained for 6 months following the closure of the campaign whether you are successful or not.

The Recruit System will provide us with management information about our recruitment campaigns. This is anonymised information which tells us about the effectiveness of campaigns, for example, from which source did we get the most candidates, equal opportunities information for monitoring purposes. This anonymised information will be retained for 6 years from the end of the campaign.

Your rights

Under the General Data Protection Regulation, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here:

<https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Complaints or queries

The Woodroffe School tries to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously.

We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate. We would also welcome any suggestions for improving our procedures.

This privacy notice was drafted with brevity and clarity in mind. It does not provide exhaustive detail of all aspects of The Woodroffe School's collection and use of personal information. However, we are happy to provide any additional information or explanation needed. Any requests for this should be sent to the address below.

If you want to make a complaint about the way we have processed your personal information, you can contact the Head's PA/Personnel Manager Mrs Racheal Rattenbury – rrattenbury@woodroffe.dorset.sch.uk

Access to personal information

The Woodroffe School tries to be as open as it can be in terms of giving people access to their personal information. Individuals can find out if we hold any personal information by making a 'subject access request' under the Data Protection Act 1998. If we do hold information about you we will:

- give you a description of it;
- tell you why we are holding it;
- tell you who it could be disclosed to; and
- let you have a copy of the information in an intelligible form.

To make a request for any personal information we may hold you need to put the request in writing addressing it to our Head's PA/Personnel Manager, Mrs Racheal Rattenbury at rrattenbury@woodroffe.dorset.sch.uk or writing to the address provided below.

If you agree, we will try to deal with your request informally, for example by providing you with the specific information you need over the telephone.

If we do hold information about you, you can ask us to correct any mistakes by, once again, contacting the Head's PA/Personnel Manager, Mrs Racheal Rattenbury at rrattenbury@woodroffe.dorset.sch.uk or in writing to Mrs Racheal Rattenbury, Head's PA/Personnel Manager, The Woodroffe School, Uplyme Road, Lyme Regis, Dorset. DT7 3LX