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# HOE VALLEY SCHOOL

## PRIVACY NOTICE

### for Job Applicants

#### 1. Introduction

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for employment or any other engagement at HVS.

We, Hoe Valley School (HVS), Egley Road, Woking, GU22 0NH, are the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is Judicium Consulting Ltd (see Section 10 below).

Successful candidates should refer to our Privacy Notice for HVS Staff, a copy of which can be requested from the HVS Recruitment department in advance of you commencing your employment.

#### 2. The personal data we hold

*Adapt the list below to reflect the types of personal data about job applicants that your school collects or uses. You may find it helpful to refer to the [ICO's definitions of 'personal data' and 'special categories of personal data'](#) based on the General Data Protection Regulation.*

We process personal data relating to those applying to work at HVS. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships.
- National Insurance and Teacher reference number
- Proof of identity
- Bank account details, payroll records, NI number and tax status information
- References
- Other information included in an application form, CV or cover letter or as part of the application process
- CCTV images captured in school

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Characteristics, such as race, ethnicity and languages spoken
- Disability and access requirements

We may also hold data about you that we have received from other organisations, including other schools, local authorities, teacher training providers and recruitment specialists and agencies.

### **3. Why we use this data**

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safer recruitment as part of our safeguarding obligations
- Inform our recruitment policies
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

### **4. Our lawful basis for using this data**

We only collect and use your personal data when the law allows us to. Most commonly, we process it where we need to:

- Comply with a legal obligation
- Perform a task in the public interest
- We need it to fulfill a contract we have entered in with you

Less commonly, we may also process your personal data in situations where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we have obtained consent to use your data, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn if you wish to do so.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify our use of this data.

### **5. Collecting this information**

While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

## **6. How we store this data**

Personal data we collect as part of the job application process is stored in line with our Data Protection Policy.

If you are offered employment and accept it, we create and maintain an employment file for each member of staff. This file will include information provided at the application stage. Information contained in this file is kept secure and is only used for purposes directly related to your employment.

If you are not offered employment at HVS, or refuse and offer of employment. Your data will be retained or deleted in accordance with the recommendations in the *Information and Records Management Society's toolkit for schools*.

## **7. Data sharing**

*Adapt the list below to reflect the third parties with which you share personal data about parents and carers. For each third party, explain briefly why you share data with them and what makes the data sharing lawful. We have provided a couple of examples as to how you might explain this below*

*When listing the types of third parties you share data with, you don't need to name specific suppliers*

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- *Our Governors Pay Review Committee where they are involved in the recruitment or approval for the appointment for a position.*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for such as HR or Recruitment support.*
- *Professional advisers and consultants*
- *Other schools or employers for the purposes of checking references*
- *Employment and recruitment agencies*

### **7.1 Transferring data internationally**

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

## **8. Your rights regarding personal data**

### **8.1 How to access the personal information we hold about you**

Individuals have a right to make a 'subject access request' to gain access to personal information that the School holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request please contact our data protection officer.

### **8.2 Other rights**

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

## **9. 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

## **10. 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:

Judicium Consulting Ltd

Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)

Address: 72 Cannon Street, London, EC4N 6AE

Telephone: 0203 326 9174