



Chalkwell Hall Infant Schools Privacy Notice - Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Recruitment of School Staff - Applicants			
What personal data do we need from you?	Name	Address	Date of Birth	Contact details, including email and phone number
	National Insurance Number	Employment History, including reason for leaving	Current level of Pay and any Allowances	Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks
	History of sickness absence from previous employer	Reference and Referees contact details	Qualifications/skills/ Experience, including Secondary School Education and Continuing Education and Professional Qualifications	Breaks in employment history
	Ability to travel	Training & Development History	Close Personal Relationship information	Disability information to enable us to make reasonable adjustments
Online Screening	In line with recommended practice in the statutory guidance "Keeping Children Safe in Education", the school will conduct searches for information on shortlisted candidates which is publicly available on-line. The purpose is limited: - to identify issues which call into question the applicants suitability to work with children; - to verify employment history Only information related to the purposes stated will be shared with the Panel. Any information will be discussed with candidates at interview before any decisions regarding the recruitment process are made.			

Who will be using your Personal Data?	Who is the Data Controller?		Chalkwell Hall Infant School					
	Who is the Data Controller's Data Protection Officer?		Kerrie Lawton - education@chalkwellhallinfants.co.uk 01702 478533 ext 301					
	Are there any Data Processors?		Yes	☒	No	☐		
	Who are they?		Members of the HR and Recruitment team, Interviewers, relevant Governors, Legal Services contracted by the school.					
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s):		Recruitment					
	The Legal Condition(s):		- Under Contract - Employment, Social Security					
Who else might we share your data with?			HR, Legal, Governors, Headteacher					
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?			NO					
How long will your data be kept?	When will it stop being used?		Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.					
	How long after this will it be deleted?		Unsuccessful candidates: 6 months from the date of the appointment of the successful candidate. Successful candidates: Data will be held in line with the Data Retention Schedule.					
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	☒	Access	☒	Rectify	☒	Erase	☒
	Restrict	☐	Portable	☐	Object	☒	Automate	☐
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:		Contract Law Eligibility to work in the UK Keeping Children Safe in Education 2022 (As Updated).					
	This is what could happen if you refused to let us use your data for this purpose:		Unable to process application/continue with recruitment process					
As you are not giving your data directly to us:	This is who is giving us your personal data:		Previous employer/s, DBS service, The Teaching Regulation Agency, Overseas Embassies					
	This is a source of personal data open to anyone		Yes	☐	No	☒		
	These are the categories of personal data being given to us		Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, right to work and qualifications checks					

Visit the following links for more information about Privacy Law, our obligations and your Rights:

[The ICO Guide to the General Data Protection Regulations 2016](#)
[The General Data Protection Regulations 2016](#)

If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:

Postal Address	Kerrie Lawton, Chalkwell Hall Infant School, London Road, Leigh on Sea, Essex, SS9 3NL
Email	Education@chalkwellhallinfants.co.uk
Phone Number	01702 478533 ext 301

If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:

Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Online Form	https://ico.org.uk/concerns/handling/
Phone Number	0303 123 1113