

G2 GDPR HR Privacy Notice for Staff and Prospective Staff Members

GDPR's Lawfulness, Fairness and Transparency data protection principle:

“Personal data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject” [Art 5 (1)(a)]

Application Process

We collect the information that you provide on your application form to make decisions about your suitability for employment. Without this information we are unable to assess your suitability.

The information you provide in Part II of the application form will not be made available to the interview panel until after a decision about employment has been made.

If you have any concerns about information you are being asked for you should contact s.clark@purcell-school.org

The information you provide as part of the application process will only be made available to the interview panel.

If you are successful all of the data you provide as part of the application process will be held on your personal file/SIMS (our Management Information Database). Access is restricted to relevant members of staff.

If you are unsuccessful we reserve the right to hold your application details for six months. This is so we can follow up any post-interview queries or give interview feedback.

After six months all paperwork is destroyed as confidential waste.

The information you provide to use to confirm your identity and right to work in the UK will be held on file permanently.

The information you provide to us to complete your Disclosure and Barring Service (DBS) check and the copy of your DBS certificate will be held on file for six months. After six months all paperwork is destroyed as confidential waste.

Staff Details Form

Information provided on this form will be shared with colleagues in payroll to enable us to pay you.

Information will be logged onto SIMS so colleagues can access details such as telephone numbers of next of kin or car registration etc. Information is also recorded on our payroll software (Iris). This is only accessible to named members of staff who administer the payroll.

Contract of Employment

The School issues you with a contract which both you and the School sign and forms the legal contract between you and the School. The contract is held in the Principal's office and access is restricted to relevant members of staff.

Sometimes it is necessary to process your data for us to comply with our legal obligation, like when we sent payroll information to HMRC.

Sometimes it is necessary for us to process data about issues such as number of employees, census returns etc. In these instances employees would not be referred to by name.

Where we receive requests for information about a named member of staff e.g. reference request, the information will not be provided without the staff members prior agreement

Your Rights

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or for the School to stop processing it, but subject to certain exemptions and limitations.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the Bursar.

The School will endeavour to respond to any such written requests as soon as is reasonably practicable and in any event within statutory time-limits, which is one month in the case of requests for access to information. The School will be better able to respond quickly to smaller, targeted requests for information. If the request is manifestly excessive or similar to previous requests, the School may ask you to reconsider or charge a proportionate fee, but only where Data Protection Law allows it.

You should be aware that certain data is exempt from the right of access. This may include information which identifies other individuals, or information which is subject to legal professional privilege. The School is also not required to disclose any student examination scripts (though examiners' comments may fail to be disclosed), nor any confidential reference given by the School for the purposes of the education, training or employment of any individual.

The School will endeavour to ensure that all data is processed in compliance with the following legislation:

- [The General Data Protection Regulation \(from 25 May 2018\)](#)
- [The Data Protection Act 2018 and related legislation \(from 25 May 2018, form TBC\)](#)
- [The Privacy and Electronic Communications Regulations 2011 \(PECR\) \(to continue after 25 May 2018 until replaced by the ePrivacy Regulation – form and date TBC\)](#)
- [The Protection of Freedoms Act 2012 \(biometrics and CCTV\)](#)

For further information, please refer to our Data Protection Policy

<i>Policy author / reviewer:</i>	<i>Policy date / review date:</i>	<i>Next review due:</i>