



North Huddersfield Trust School

Privacy Notice – Job Applicant

General Data Protection Regulation (GDPR)

This privacy notice has been written to inform prospective employees of North Huddersfield Trust School about how and why we process their personal data.

Who are we?

North Huddersfield Trust School is a 'Data Controller' as defined by Article 4 (7) of GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The categories of applicant information that we collect, hold and share include:

- Personal identifiers (including name, address, date of birth, National Insurance number, etc.)
- Previous employment history (including employment references) and qualifications
- Membership of professional or government bodies
- Information about your right to work
- Equalities information to allow us to monitor workplace equality
- Any other relevant information you wish to provide

We process your information for the reasons outlined below. This is in order to fulfil our obligations associated with your employment in line with Article 6 (1)(a) and Article 9 (2)(b) of GDPR:

- Contractual requirements
- Employment checks e.g. right to work in the UK

Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees
- The Disclosure & Barring Service

- The Local Authority

Who has access to your personal data?

Generally we will keep your personal data within the school but in some instances may be required to disclose your personal data to:

- Third party assessment providers (in order to facilitate your suitability for a role)
- The Local Authority (who may assist with the recruitment process)
- Other recruitment agencies or assessment panels (who may assist with the recruitment process)
- The governing body

Who do we share your personal data with?

Following any conditional offer of employment, we may share your information with the following bodies:

- HM Revenue & Customs
- Department for Education
- Department of Work and Pensions
- Pension Fund/Teachers' Pensions fund
- Examining bodies, if applicable
- Kirklees Council HR, Pension and Payroll services
- Disclosure and Barring Service
- Prospective future employers, landlords, letting agents, or mortgage brokers where you have asked them to contact us to seek a reference

We have duties under the Freedom of Information Act 2000 to disclose information we hold unless there is a very good reason to withhold it. Therefore we may disclose your name and work email address publicly in response to a request if we are required to do so.

How long do we keep your personal data for?

Data Held	Retention period
If your job application is successful	Information will be kept on your personnel file in accordance with other HR retention periods
If your job application is unsuccessful	6 months

What is our lawful basis for processing your personal data?

The school is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter into an employment contract.

The school is legally required to collect some information as defined by employment law (i.e. equalities and diversity).

Do you transfer my data outside of the UK?

No personal information for applicants to the school is transferred outside the UK.

What rights do you have over your data?

Under GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation
- to request access to your personal data that we hold, and be provided with a copy of it
- to request that your personal data is amended if inaccurate or incomplete
- to request that your personal data is erased where there is no compelling reason for its continued processing
- to request that the processing of your personal data is restricted
- to object to your personal data being processed

You can exercise these rights by contacting The Business Manager at the school via office@nhtschool.co.uk , using the header 'DPO request'.

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO on the address provided below.

If we cannot resolve your concerns you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the school has handled your personal data. You can do so by contacting:

First Contact Team
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow Cheshire
SK9 5AF
casework@ico.org.uk // 03031 231113

Contact

The school has appointed Veritau Ltd to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the school is compliant with GDPR and to oversee data protection procedures. If you would like to discuss anything in this privacy notice, please contact Veritau using the details below:

Address:	Contact Details:
Information Governance Veritau Ltd County Hall Racecourse Lane Northallerton DL7 8AL	schoolsDPO@veritau.co.uk 01609 532 526

Or

- Kirklees Council, Information Governance Team
Email: information.governance@kirklees.gov.uk
Telephone: 01484 221000

Or

- Ministerial and Public Communications Division
Department for Education Telephone: 0370 000 2288
Piccadilly Gate
Manchester
M1 2WD
Website: <https://www.gov.uk/government/organisations/department-for-education>
Email: <http://www.education.gov.uk/help/contactus>