



The Libra School

Privacy Notice (How we use applicant information)

This Privacy Notice has been written to inform prospective employees of Libra School about what we do with your personal information.

Blackford Education (Schools) Limited is a data controller under the UK General Data Protection Regulation (UK GDPR) and registered with the Information Commissioner's Office (registration number ZA018704).

Our Data Protection Officer is the SSE Schools Data Protection Officer (see Contact). For day-to-day data protection issues, contact Shannon Read.

What information do we collect and why do we require it?

As part of your job application the School will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- your name(s), title, contact details, address, and national insurance numbers
- ID documents
- eligibility to work
- previous employment history
- education and professional qualifications
- membership of professional or government bodies
- referee details
- equalities information (so that we can monitor workplace equality)
- any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- any other relevant information you wish to provide to us

Our legal basis for using this data

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing workforce information are:

- *Article 6 (1) (b) Contract:* 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
- *Article 9(2)(i):* The School is also legally required to collect some information as defined by employment law (i.e equalities and diversity)

Collecting this information

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 and barring service
 - the local authority
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Data sharing

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).

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

International transfers of personal data

We have audited where we store all the personal data processed in the School and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the School.

How we store this data

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention periods
If your job application is unsuccessful	Your information will be kept for six months

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact the DPO or Shannon Read.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

You can make a complaint at any time by contacting our Data Protection Officer.

You can also complain to the Information Commissioner's Office in one of the following ways:

- report a concern online at <https://ico.org.uk/concerns/>
 - call 0303 123 1113
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- write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please contact the Data Protection Officer (DPO) at dposchools@somerset.gov.uk or Emma Newbould

Last updated May 2023
