



*Saint***GREGORY'S**
Bath

How We Use Your Information Privacy Notice for Job Applicants

Title	Privacy Notice for Job Applicants	
Prepared By	Karen Tyler, Data Manager	Date: March 2019
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Version	Date	Amendments
V01.00	May 2019	Approved by Governors
V01.01	January 2020	Approved by Governors
V01.02	September 2022	Updated for new sign in system
V01.03	September 2023	Information about CCTV and about OH added

“In Christ we flourish”

Introduction

This notice is for people submitting applications for job vacancies at St Gregory's Catholic College and explains how and why we collect their personal data and what we do with that data.

St Gregory's, Bath (the school) is a Data Controller for the purposes of the Data Protection Act 2018. The school has appointed Mrs Karen Tyler as its Data Protection Officer (DPO). You can discuss this notice with her if you have any questions.

What is personal data?

Your personal data is information that identifies you as an individual. The school will collect, hold and process personal data about job applicants. The personal data we process may include:

- Name, date of birth, age, gender, national insurance number, DBS number;
- Contact details (address, telephone numbers, email address);
- Details about education, qualifications and professional achievements and about employment history;
- Details regarding hobbies and interests;
- References;
- Car registration number (if you visit and park on the school site)
- CCTV images (if you visit the school)

The school may also process information about applicants which is classified as 'special category' data, which requires additional protection. For example, we may collect the following special category data:

- Information about religion or beliefs;
- Details of criminal convictions;
- Ethnic origin and nationality;
- Documentation proving the right to work in the UK;
- Data pertaining to "fitness to practice" matters.
- Information relating to health (whether physical or mental) or disability information.

These lists are not exhaustive.

How and why do we collect personal data?

The school may acquire personal data in a number of ways. Most of it will be provided by you on your application form or when you sign in at Reception. It may also be acquired from your referees or from the Disclosure and Barring Service.

We collect this information in order to process your application for employment and to enable you to visit the school and/or come for an interview. We ask for information about ethnicity, religion and age in order to monitor compliance with equal opportunities legislation.

Please note we use CCTV in order to make sure the school site is safe for our students, staff and visitors.

What is our lawful basis for using this information?

Under the current Data Protection legislation we collect and use data about job applicants in order to process your application. By signing the application form you are providing us with consent to process your data.

Who do we share the information with?

We do not share any personal data pertaining to applicants with any other organisation without your permission, except where the law requires it or when we have a good reason to do so. Here are some examples of when we may need to share data:

- With our governors when they are involved in the recruitment process;
- With the Clifton Diocese who we work closely with as a Catholic education provider.
- With Avon Partnership NHS Trust (our Occupational Health providers) where we need to carry out pre-employment medical checks;
- With the Disclosure and Barring Service where we need to make a criminal records check;
- On occasion with the police and other law enforcement agencies.

This list is not exhaustive.

How long do we keep this information for?

St Gregory's has a Records Management and Retention Policy which sets out how long we will keep your personal information for. We only retain your information for as long as we need to. The retention period depends on the type of information held. In exceptional circumstances we may keep your information for a longer time than usual or share it more widely than we would normally.

If your application is successful, the information you provide on your application form will become part of your personnel file, which will be retained throughout the duration of your employment within our school and afterwards in accordance with our Records Management and Retention Policy.

If you are unsuccessful, your application and any documents you have submitted in support of your application will be destroyed after a period of 6 months.

What decisions can you make about your information?

- You have the right to withdraw your consent for the school to process your data at any time and can do so by informing the Data Protection Officer at dpo@st-gregorys.org.uk.
- If information held about you is incorrect you can ask us to correct it. If you would like us to change or update the information we hold about you please contact the Data Protection Officer.
- You have the right to prevent processing that is likely to cause unwarranted substantial damage or distress to you or anyone else.
- You can object to any decision that significantly affects you from being made solely by a computer or other automated process.
- You have the right to request access to the information we hold about you. To make a request for any of your personal information, please contact the Data Protection Officer by emailing dpo@st-gregorys.org.uk

If you have a concern about the way we are collecting or using your personal information, please raise your concern with us in the first instance. Alternatively you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns>