



Wellington School Privacy Notice for Job Applicants

This policy refers to both Wellington Senior School and Wellington Prep School

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1. Introduction

1.1 As part of any recruitment process, Wellington School (the School) collects, processes and stores personal data relating to job applicants. The School is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

1.2 Throughout this Privacy Notice we use the term 'processing' to cover all activities involving your personal information, including collecting, handling, storing, sharing, accessing, using, transferring and disposing of the information.

2. What information do we collect?

2.1 In order to manage your application, the School needs to process certain personal information about you. This may include but is not limited to the following:

- your name, address and contact details, including email address and telephone numbers;
- your date of birth and NI number;
- details of your qualifications, skills, experience, and employment history;
- information about your current employment including salary, notice period and reason for leaving;
- whether or not you have a disability for which the School needs to make reasonable adjustments during the recruitment process;
- information about your right to work in the UK;
- equal opportunities monitoring information, including information about your ethnic origin, nationality, disability, gender and age;
- details of membership of professional bodies;
- contact details for your referees; and
- details of criminal convictions, cautions or bind-overs.

2.2 If we invite you for interview we will also keep interview notes, test results and results from interview tasks and technical assessments. If you are invited to an online interview, we may record the interview and keep that recording.

2.3 We do not normally use automated decision-making processes.

3. Why does the School process personal data?

3.1 The School needs to process data to take steps prior to entering into a contract with you. If you are appointed, the School also needs to process your data to enter into a contract with you.

3.2 The School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. The School also needs to seek information about criminal convictions and offences to carry out its obligations under safeguarding and child protection legislation.

3.3 The School has a legitimate interest in processing personal data during the recruitment process and keeping records of the process. Processing data from job applicants allows the School to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide whether or not to offer a job. The School may also need to process data from job applicants to respond to and defend against legal claims.

3.4 The School processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability.

3.5 Where the School processes other categories of data such as information about ethnic origin, this is for equal opportunities monitoring purposes.

4. Who has access to data?

4.1 Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, recruiting managers and secretaries/administrators who arrange interviews on behalf of recruiting managers.

4.2 The School may share your data with third-party psychometric-test providers (if appropriate for the role).

4.3 The School will not normally share your data with any other third parties unless your application for employment is successfully shortlisted for interview and/or an offer of employment is made. The School will then share your data with former employers to obtain references (in the case of Teaching staff this will be at shortlisting stage) and the Disclosure and Barring Service to obtain enhanced disclosure checks.

5. How does the School protect data?

5.1 The School takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and it is not accessed except by our employees in the proper performance of their duties.

6. For how long does the School keep data?

6.1 If your application for employment is unsuccessful, the School may hold your data on file for up to twelve months after the end of the relevant recruitment process. We keep your information for this period to enable us to respond to any complaints which may arise after the recruitment process has been completed.

6.2 If you agree to allow the School to keep your personal data on file beyond six months, we will hold your data for a further six months for consideration for future employment opportunities. At the end of that period, your data will be deleted or destroyed unless you are offered employment with the School.

6.3 If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will then be held will be provided to you in the School's Staff Privacy Notice.

7. Your rights

7.1 As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the School to change incorrect or incomplete data;
- require the School to delete or stop processing your data;
- object to the processing of your data where the School is relying on its legitimate interests as the legal ground for processing; and

- ask the School to stop processing data for a period if the data is inaccurate or there is a dispute about whether or not your interests override the School's legitimate grounds for processing data.

7.2 If you would like to exercise any of these rights, please contact the School's Finance Director or Deputy Head (Co-curricular and IT Strategy)

7.3 If you believe that the School has not complied with your data protection rights, you can complain to the Information Commissioner. You can contact the Information Commissioner's Office on 0303 1231113 or email <https://ico.org.uk/global/contact-us/email/>.

8. What happens if you do not provide personal data?

8.1 You are under no statutory or contractual obligation to provide data to the School during the recruitment process. However, if you do not provide the information, the School may not be able to process your application properly or at all.