

Privacy Notice - Applicants

We (Beauchamps High School) process data relating to those we employ to work at, or otherwise engage to work at our school. This is for employment purposes to assist in the running of the school and/or to enable individuals to be paid

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Pre-employment checks					
What personal data do we need from you?	Name	Address	Date of Birth	Telephone numbers		
	Email addresses	NI Number	Current employer information	Previous employer information		
	Mobility information	Secondary School information	Continuing education information	Professional qualifications		
	Continuing Professional Development	Information in support of application	Referees contact details	Details of close personal relationships with any employee or Governor of the school (or to any County Councillor or employee of Essex County Council)		
	Disclosure of Criminal Convictions	Disqualification Declaration Form consent	DBS identification evidence	Recruitment monitoring information		
Who will be using your Personal Data?	Who is the Data Controller ?		Beauchamps High School			
	Who is the Data Controller's Data Protection Officer ?		Lauri Almond (Essex County Council).			
	Are there any Data Processors ?		Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?		HR department, HR, Legal Services contracted by the school, Occupational Health contracted by the school			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose(s) :		Recruitment			
	The Legal Condition(s) :		<ul style="list-style-type: none"> • Employment law 			
Who else might we share your data with?			Central & Local Government, Health Providers, Other Education Providers (eg HR, Legal)			
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?			NO			
How long will your data be kept?	When will it stop being used?		<ul style="list-style-type: none"> • Termination of employment + 6 years¹ (successful candidates) • Date of appointment of successful candidate + 6 months (unsuccessful candidates) 			
	How long after this will it be deleted?		<ul style="list-style-type: none"> • Termination of employment + 6 years¹ (successful candidates) 			

		<ul style="list-style-type: none"> Date of appointment of successful candidate + 6 months (unsuccessful candidates) 						
		¹ Subject to exceptions – please refer to the school's Retention Schedule						
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				Employment law			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to appoint			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Previous employer, DBS service, Occupational Health, NCTL.			
	This is a source of personal data open to anyone				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>
	These are the categories of personal data being given to us				Basic Demographics, e.g. name, address, Date of Birth, Contacts, references from previous employers, medical reports, employment suitability/safeguarding checks, prohibition and qualifications checks, ethnicity			
Visit the following links for more information about Privacy Law, our obligations and your Rights:								
The ICO Guide to the General Data Protection Regulations 2016 The General Data Protection Regulations 2016								
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:								
Postal Address	Essex County Council. County Hall. Chelmsford. CM1 1QH							
Email	DPO@essex.gov.uk							
Phone Number	03330322970							
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:								
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF							
Online Form	https://ico.org.uk/concerns/handling/							
Phone Number	0303 123 1113							

All rights reserved, Essex County Council grants its customers who have purchased a licence to use this document for the purposes of the administration and operation of the school to whom it has been sold. For those purposes customers are permitted to use, adapt, publish and copy this document provided that every adapted or published version of this document must include this copyright notice in full. No other use by other organisations or outside the terms of the permitted use stated above is permitted without the prior written permission of Essex County Council. Those infringing Essex County Council's copyright may be subject to prosecution, claims for damages or other legal action.