

Privacy Notice – Recruitment Monitoring form

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?	Recruitment Monitoring Form (please note that the completion of this form is voluntary)							
What personal data do we need from you?	Age	Gender	Marital status	Sexual orientation				
	Ethnic origin	Disability						
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"/>		
What will it be used for and what gives us the right to ask for it and use it?	Who are they?		HR department, SLT, Governors					
	The Purpose (s):		Recruitment monitoring					
	The Legal Condition (s):		<ul style="list-style-type: none"> Employment law 					
Who else might we share your data with?	Central & Local Government							
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) 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:		N/A – the provision of this information is voluntary					
	This is who is giving us your personal data:		Applicants for posts at the school					

As you are not giving your data directly to us:	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	Age, gender, marital status, sexual orientation, ethnic origin, disability			
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				

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