PRIVACY NOTICE – Job Applicants

INTRODUCTION

Heathfield Community College is the Data Controller for the purposes of the Data Protection Act 2018 & UK GDPR as amended by the Data Use & Access Act 2025.

We ensure that your personal information is:

- processed legally
- processed fairly
- correct
- stored safely
- kept for no longer than needed (see our retention schedule on the College website http://www.heathfieldcc.co.uk/?page_id=1595711)
- is deleted as soon as possible after the expiry of the retention period for unsuccessful applicants.

This document describes:

- why we collect data about you
- what data we collect
- what we do with the data we collect
- what your rights are.

WHY DO WE COLLECT INFORMATION ABOUT JOB APPLICANTS?

The legal reasons that we keep data about job applicants are to:

- meet our legal obligation for the safeguarding of students when you are in College.
- it is in the public interest to keep accurate records where specific circumstances apply to job applicants
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- job applicants
- comply with your consent for the processing of personal data and your explicit consent for
- the processing of special category data. If we need your consent, we will let you know.
- maintain “public health”, for example during a pandemic

More specifically, we collect your information for the following purposes:

- ensure the College is complying with its legal obligations in relation to the right to work in the UK
- ensure a candidate is suitable for the role
- enter in to an employment contract, should you be successful
- enable ethnicity and disability monitoring in accordance with the Equality Act
- ensure reasonable adjustments can be made for those applicants who have a disability
- ensure a fair recruitment process has taken place
- identify you and allow a smooth evacuation should one be required
- enable video conference interviews, if face to face interviews are not possible

Please see the College’s Special Category Data policy for more information about how we process this type of data. This policy can be found on the College Data Protection page at: http://www.heathfieldcc.co.uk/?page_id=1595711

WHAT DATA DO WE COLLECT ABOUT JOB APPLICANTS?

The personal data that we may collect, use, store and share (when appropriate) includes special category information. This is as follows but it is not restricted to these:

- contact details (name, address, email, telephone)
- age range, marital status, gender
- current salary and benefits
- national insurance number

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- copies of right to work in the UK documentation (passport, birth certificate, driving licence, work permits, visas)
- identification documents
- referees, qualifications and employment records,
- relationships to any members of staff or governors
- race, ethnicity, religious beliefs and sexual orientation
- trade union membership
- health & disability records, including reasonable adjustments made throughout the recruitment process
- DBS certificate numbers, dates and any disclosures made
- DfE teacher number (if applicable)
- Your image and whilst on site your image may be recorded on our CCTV
- References –
    - **Non teaching posts** – we will not ask for references in advance of interview without your express consent. However, if you are successful, it is a condition of the job offer that we ask for references. If you do not consent to this, we will not be able to confirm the offer of a job.
    - **Teaching posts** - by making an application you are giving your express consent for us to ask your referees to provide us with information about you. It is always a good idea to warn your referees to expect us to contact them. If you want to withdraw your consent you can do so at any time. However, if you do withdraw your consent, we will not be able to further process your application.
- To ensure you are kept safe whilst on site for an interview we ask for information about any allergies that you might have.

HOW DO WE STORE YOUR DATA AND FOR HOW LONG?

Your data is stored securely in line with our policies on data protection and online safety and IT security. We keep your data only for as long as we need to process it. The document that guides for how long we keep specific types of data is called our retention schedule. The retentions schedule can be found on the data protection page of the College website:
http://www.heathfieldcc.co.uk/?page_id=1595711

DO WE SHARE JOB APPLICANT INFORMATION?

We may use Artificial Intelligence (AI) tools to help us work more efficiently with your personal data. When we do so, we only use those tools that do not include the user inputs as part of their learning processes. In all other circumstances, we do not share information about you with any third party without your consent unless the law and our policies allow us to do so. In the event you are successful, the detail of how we share staff data can be found in the privacy notice for the College Workforce. Where it is legally required, or necessary (and it complies with data protection law) we may share personal information about you with:

- other members of staff involved in the recruitment process
- third parties, whilst conducting safer recruitment guidelines
- the awarding body for NQTs, if you join us as an NQT (East Sussex County Council)
- the police, for the purposes of an investigation, if they ask us to do so

TRANSFERRING DATA INTERNATIONALLY

We do not store or transfer your data outside of the College apart from when using our management information system (Arbor) or UNLESS you use email to contact us OR we use AI enhanced tools to process your data. In the latter case the data will be temporarily transferred to the USA before being deleted by the AI tool. All incoming emails are received by us after having been transferred to a malicious email filtering system that may involve a temporary transfer of all emails outside of the UK and EEA. We do this to reduce the risk of the College IT systems being attacked by malicious outside forces. Where information is stored, even temporarily, outside of the UK we also ensure that that personal data is protected in the same

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way that it is in UK law.

WHAT ARE YOUR RIGHTS?

There are circumstances when these rights don't apply, for example if a law says we need to keep specific pieces of information, or if not processing the data places a student in danger. Your rights are:

- **The right of access** (a "Subject Access Request"). This means you can ask for a copy of the data we hold about you. Contact details for this can be found below. We will comply within ONE calendar month
- **The right to be informed.** This means that we will tell you when we are collecting data about you and what it is being used for.
- **The right to rectification**. This means you can ask us to fix omissions and errors in your data
- **The right to erasure**. This means that you have the right to have information we hold deleted.
- **The right to restrict processing**. This means we can still hold the data, but can't use it.
- **The right to object**. This means you can object to processing of personal data under certain circumstamnces. If we had to ask for your consent, you are under no obligation to provide your consent during the recruitment process. You can withdraw consent at any time. Consent can be withdrawn by writing to the address below. However, if you do not consent to the College holding, processing and sharing your personal data during the recruitment process, the college will not be able to process your application.

If you have a concern about the way we are collecting or using your data, please contact us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

HEATHFIELD COMMUNITY COLLEGE DATA PROTECTION OFFICER CONTACT INFORMATION

Data Protection Officer contact details: Sarah Oxenbury, Children's Services, East Sussex County Council. Schools.dpo@eastsussex.gov.uk

REQUESTING ACCESS TO YOUR PERSONAL DATA

In the first instance, you should **contact the Data Protection Lead** in writing at the address below. Subject access and other information requests should be made on the appropriate form and you will need to provide appropriate identification. Forms and guidance can be found on the Data Protection page of the website - here.

If you wish to contact us by email, please email DataProtection@heathfieldcc.co.uk . Please DO NOT contact the main office email address as we cannot guarantee your email will reach its intended destination in a timely way.

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