

# Holly Lodge High School

College of Science



## Applicant Privacy Notice

Date Adopted: Autumn Term 2021

To be reviewed: \_\_\_\_\_

Signed by Governors: Soyfur Rahman

Signed by Head Teacher: Paul Shone

Holly Lodge High School College of Science  
Holly Lane  
Smethwick  
West Midlands  
B67 7JG

# Applicant Privacy Notice

## Who we are:

We are Holly Lodge High School College of Science. We are a maintained School and Foundation Trust for children aged 11 years to 19 years. This privacy notice explains how we collect, store, and use personal data about our workforce. We Holly Lodge High School College of Science are the 'data controller' for the purposes of the General Data Protection Regulation (GDPR) and as such we are obliged to inform you of the information we hold on you, what we use it for, who we share it with, and for how long we keep it.

## What information: Holly Lodge High School College of Science collect and hold?

- Name, address, and contact details, including email address and telephone number, date of birth and gender.
- Details of qualifications, skills, experience, and employment history, including start and end dates, with previous employers and with SIPS Education Limited.
- Information about marital status and emergency contacts.
- Information about nationality and entitlement to work in the UK.
- Information about criminal records (if applicable).
- Information about medical or health conditions, including whether or not employees have a disability for which *school* needs to make reasonable adjustments.
- Equal opportunities monitoring information including information about employees' ethnic origin, sexual orientation, and religion or belief.

Holly Lodge High School College of Science may collect this information in a variety of ways. For example, data might be collected through application forms or through the interview process.

In some cases, Holly Lodge High School College of Science may collect personal data about applicant(s) from third parties, such as references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law. In most cases, Holly Lodge High School College of Science will only seek information from third parties with the prior consent of the applicant(s) in question.

PPS (Payroll Solutions - School holds Refer to processor authorised sub-processor/third parties. agreement.

This includes payroll, pensions, HR administration.

SIMS (MIS system) - Data processor agreement in place.

HCSS (MIS system) - Data processor agreement in place.

DBS Service - Data processor agreement in place.

Department for Education - School workforce Census.

Supply Agencies - Privacy Policy in place.

LGfL (London Grid for Learning) - Privacy Policies in place.

Blue Sky - Performance Management Software

Biostore - Privacy Policies in place.

Inventory System - Privacy Policies in place.

Sandwell Local Authority - Privacy Policies in place.

Informs departmental policy on pay and the monitoring of the effectiveness and diversity of the school workforce.

Links to school funding and expenditure.

Supports 'longer term' research and monitoring of educational policy.

## **Why does Holly Lodge High School College of Science process personal data?**

Holly Lodge High School College of Science has a legitimate interest in processing personal data prior to employment to:

- Run a recruitment process to employ suitable applicants to vacant positions within school.
- Ensure effective general HR and business administration throughout the recruitment process.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations (such as those in relation to applicants with disabilities). Where Holly Lodge High School College of Science processes other special categories of personal data, such as information about ethnic origin, sexual orientation or religion or belief, this is for the purposes of equal opportunities monitoring. Data that Holly Lodge High School College of Science uses for these purposes is anonymised or is collected with the express consent of applicants, which can be withdrawn at any time. Applicants are entirely free to decide whether to provide such data and there are no consequences of deciding against this. School to check if this applies to them

Holly Lodge High School College of Science process this information under Article 6 and 9 of the General Data Protection Regulations as follows:

**Article 6 on the basis of:**

- Consent: where you have given Holly Lodge High School College of Science clear consent to process your personal data for a specific purpose
- Legal obligation: the processing is necessary for Holly Lodge High School College of Science to comply with the law.

**Article 9 on the basis of:**

- Where you have given your explicit consent to the processing of personal data for one or more specified purposes.
- processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law

**Who has access to data and why do we share it?**

- Applicant information may be shared internally as part of the recruitment/shortlisting process. This will include members of the HR team, line managers where the vacancy exists, managers in the business area in which the successful employee will work.
- Holly Lodge High School College of Science shares employee data with third parties in order to obtain pre-employment references from other employers,

obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

- Apart from the above examples, we only share your personal data if we believe someone's life is in danger or we believe we are compelled to by law. The secure database we use to store your data is kept in the UK and this data is not transferred to or stored at a destination outside the European Economic Area.

## **How Holly Lodge High School College of Science protect your data**

Holly Lodge High School College of Science takes the security of your data seriously. Holly Lodge High School College of Science has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. Policies include Information Security Policy, Data Protection Policy, and email procedures regarding data protection. Where Holly Lodge High School College of Science engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical measures to ensure the security of data.

## **For how long does Holly Lodge High School College of Science keep data?**

As part of the recruitment process, data will be held for a period of 6 months for unsuccessful candidates.

## **Requesting Access to your Personal Data and your Data Protection Rights**

Under data protection legislation, applicant have the right to request access to information about them that we hold, through a Subject Access Request.

## **We will provide information in a way that is:**

- Concise
- Transparent
- Intelligible
- Easily accessible
- Uses clear and plain language

If you would like to make a subject access request, please contact our Data Protection Lead Dawn Broadbent - Holly Lodge High School College of Science

**Data subjects have the following rights with regards to their personal information, as follows:**

- Confirmation that their personal data is being processed
- Access to a copy of the data
- The purpose of the data processing
- The categories of personal data concerned
- Who the data has been, or will be, shared with?
- How long the data will be stored for, or if this isn't possible, the criteria used to determine this period
- Where relevant, the existence of the right to request rectification, erasure, or restrictions, or to object to such processing
- The right to lodge a complaint with the ICO or another supervisory authority
- The source of the data, if not the individual
- The safeguards provided if the data is being transferred internationally

**You also have the right to:**

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed.

### **Complaints.**

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading, or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please contact: Dawn Broadbent our Data Protection Lead within our school Holly Lodge High School College of Science on 0121 558 0691.

### **Contact Us**

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Lead.

Our Data Protection Officer (DPO) is provided by SIPS Education Ltd. The following officers can be contacted via [GDPR@sips.co.uk](mailto:GDPR@sips.co.uk):

Amanda Moore

Sue Courtney-Donovan

You can also report a concern online to the Information Commissioners Office at <https://ico.org.uk/concerns>

Telephone Number 0303 123 1113

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF 12.

### **Changes to this privacy notice:**

This privacy notice may be updated from time to time. We encourage you to check this privacy notice from time to time to ensure you understand how your data will be used and to see any minor updates. If material changes are made to the privacy notice, for example, how we would like to use your personal data, we will provide a more prominent notice (for example, email notification or correspondence of privacy notice changes).