Staff Job Application Privacy Notice

As part of our recruitment process, Wembdon Sunshiners collects and processes personal data relating to job applicants. The pre-school is committed to being fair and transparent about how it collects and uses that data.

**What information do we collect?**

During the recruitment process, we collect information about you, this includes:

* Your name (includng previous names), date of birth, address and contact details (email address and/or telephone number).
* Information about your current job title, employer, salary, working hours, dates of employment and notice period.
* Details of preious employment history.
* Details of your qualifications, training, skills and experience.
* Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process.
* Details of any unspent convictions (you will be asked to provide details of spent convictions also if you are offered employment).
* Information about your entitlement to work in the UK.

This information is usually collected through our application form but may also be collected from CVs, obtained from your passport or other identity documents, or collected through interviews or other assessments. Do we not use automated decision making or profiling tools during our recruitment process.

We may also collect personal data about you from third parties, such as references supplied by former employers. We would only approach referees once a job offer has been made to you. We may ask to see your DBS online reference number but would only review your DBS details if an offer of employment has been made.

Data will be stored in a range of different places, including on your application record which will be stored securely in our office. Paper information is stored in a locked filing cabinet with limited access. Electronic information is stored on a secure password protected laptop.

**Why do we process personal data?**

We need to process data to enter into a contract with you and to meet our obligations under employment contract and legal obligations, if an offer of employment is to be made. For example, it is required that we check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Pre-school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The Pre-school may process information about whether or not applicants are disabled to allow us to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

**Who has access to the data?**

Your information may be shared internally for the purposes of recruitment. This includes the Manager and Deputy Manager. A member of the Committee is usually involved in the recruitment process as well.

The Pre-school will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. The Pre-school will then share your data with former employers to obtain references for you, and we will seek DBS information. We will not transfer your data outside the European Economic Area.

**How does Wembdon Sunshiners protect your data?**

We take the security of your data seriously. The Pre-School have internal policies and controls in place to ensure that your data is handled safely and is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

**For how long do you keep data?**

If your application for employment is unsuccessful, we will hold your data on file for 6 months, after the end of the relevant recruitment process. You are free to withdraw your consent to this at any time, and should contact the Pre-school Manager to do so.

At the end of that period, your data is deleted or destroyed, unless you withdraw your consent within that period in which case it will be deleted and destroyed at that point.

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.

**Your rights**

As a data subject, you have a number of rights under the GDPR. You can:

* access and obtain a copy of your data on request;
* require the Pre-school to change incorrect or append incomplete data;
* require the Pre-school to erase or restrict processing your data, for example where the data is no longer necessary for the purposes it was aquired
* object to the processing of your data where an organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Manager to do so.

**What if you do not provide personal data?**

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