



## ST. PETER'S CATHOLIC HIGH SCHOOL

# Recruitment and Employment Privacy Notice

St Peters Catholic High School ("a data controller") is committed to protecting the privacy and security of your personal information.

Our core obligations under the general data protection regulations (GDPR) and commitments are set out in the School's Privacy Notice.

### **This notice provides additional privacy information for:**

- Applicants;
- Employees (and former employees);
- Workers (including agency, casual and contracted staff); volunteers;
- Trainees and those carrying out work experience

### **It describes how we collect, use and share personal information about you:**

- Before, during and after your working relationship with us ends and
- The types of personal information we need to process, including information the law describes as 'special because of its sensitivity'.

It is important that you read this notice, together with any other privacy information so that you are aware of how and why we use your personal information.

### **We collect Special Information;**

The law treats some types of personal information as 'special' because the information requires more protection due to its sensitivity. This information consists of;

- Racial or ethnic origin
- Sexuality and sexual life
- Religious or philosophical beliefs
- Trade Union membership
- Political opinions
- Genetic and bio-metric data
- Physical or mental health
- Criminal convictions and offences

### **Purpose(s)**

The main purposes for processing your personal information are:

- Undertaking pre-employment and verification checks during the recruitment process

- In the recruitment decision-making process including internal recruitment.
- Determining / reviewing the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and national insurance contributions.
- Processing and liaising with your pension provider.
- Administering the contract we have entered into with you.
- Business management and planning including accounting and auditing
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task.
- Gathering evidence for possible grievance, capability, sickness absence management or disciplinary hearings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, or other employees, workers and contractors, including accidents at work.
- Ascertaining your fitness to work.
- Managing absence.
- Complying with health and safety obligations and public access legislation.
- To prevent fraud, including sharing and matching of personal information for the national fraud initiative.
- To conduct data analytics studies to review and better understand employee retention and turnover rates.
- For equal opportunities and monitoring purposes

### **Categories of personal data**

In order to carry out activities and obligations as an employer we process personal information in relation to :

- Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses
- Personal demographics (including date of birth, gender, marital status, civil partnerships)
- Contact details such as names, addresses, personal e-mail address, telephone numbers next of kin and Emergency contact(s)
- Recruitment records (including CV, application form, references, pre-employment and verification checks e.g. copy of qualifications, driving licence, passport)
- Employment records (including your workplace, start date, job title, national insurance number, training records, reviews, professional memberships, proof of eligibility to work in the UK and security checks)
- Bank account details, payroll records and tax/national insurance status information.
- Salary, annual leave, pension and benefits information.
- Statutory deduction information such as student loans and court orders.
- Performance information.
- Disciplinary and grievance information.
- Photographs, CCTV footage and other information obtained through electronic means such as bio registration and door entry 'swipe card' records.
- Information about your use of our communications systems.
- Health and Safety information such as accident and incident reporting.

## Special Categories

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Trade union membership (including complying with employment law and paying subscriptions)
- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions (including ensuring meaningful equal opportunities monitoring and reporting)
- Medical information including physical health or mental condition, sickness and occupational health records (including to comply with employment and other laws, ensure health & safety, assess fitness to work and monitor and manage absence)
- Genetic information and biometric data
- Offences (including alleged offences), criminal proceedings, outcomes and sentences.

We will only collect information about criminal convictions if it is appropriate for the employment role and where we are legally permitted to do so. Full guidance is available within the School's recruitment policy.

## The legal bases we rely on for processing your personal information are:

- Entering into or performing obligations under your contract of employment.
- Performing or exercising obligations or rights under employment law, social security law or social protection.
- General legal obligations that we must meet.
- Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Where it is needed in relation to exercising or defending legal rights (e.g. in relation to legal proceedings and claims).
- Your consent (in situations where you have a genuine choice and control over whether your information is processed, including the right to withdraw your consent at any time without detriment).
- Legitimate interests provided that your interests and fundamental rights do not override those interests.
- Fraud prevention and protection of school and public funds.
- Compliance with any Court Orders.

## Legitimate Interests

Examples not directly incorporated within your contract of employment:

- To monitor use of our information and communication systems to ensure compliance with our IT policies
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution

If you we intend to use your information beyond legal obligations or to exercise specific rights in employment law, social security and social protection. We will seek your consent to process your information and full guidance will be provided.

## AUTOMATED DECISION-MAKING

All the decisions we make about you involve human intervention.

## DATA SHARING

In addition to the general reasons for information sharing described in the School's Privacy Notice:

- we may share information about you with third parties where required by law, where necessary to fulfil your contract of employment or where we or a third party has a legitimate interest.
- for the purposes of the National Fraud Initiative conducted by central government under Section 33 and Schedule 9 of the Local Audit and Accountability Act 2014.
- in connection with school workforce census as provided for in Section 114 of the Education Act 2005 and the associated Education (Supply of Information about the School Workforce) (No.2) (England) Regulations 2007/2260, which affects staff working in education.

As well as information directly collected from candidates in the recruitment process and from employees during the course of employment, we also collect or receive information from external parties such as:

- former employees.
- Referees.
- employment agencies and former employers.
- Disclosure and Barring Service.
- Complainants (e.g. service users/employees).
- Next of kin.
- Health professionals.
- Public sources, if relevant to employment and job role.
- Government Departments and Agencies.
- Estate agents, landlords and legal professionals.

## **DATA RETENTION**

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any future legal, accounting, or reporting requirements.

Once your employment ends we must continue to retain necessary information in accordance with our records retention policy to fulfil legal, statutory, regulatory and pension requirements.

## **RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION**

It is important that the personal information we hold about you is accurate and up to date. It is your responsibility to make sure the information we hold about you is up to date.

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is in our view unreasonable or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

## **RIGHT TO WITHDRAW CONSENT AT ANYTIME**

Where the legal reason for processing your personal information is based on your consent, you have the right to withdraw your consent at any time, without affecting the lawfulness of our processing prior to the withdrawal of your consent.

**It is not a condition of your contract with us that you have to agree to any request for consent from us**

If you do not provide consent, we may not be able to perform the contract we have entered into with you (such as paying you or providing a benefit), or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

If you wish to withdraw consent you should contact the Headteacher by email:

[enquiries@admin.saintpetershigh.wigan.sch.uk](mailto:enquiries@admin.saintpetershigh.wigan.sch.uk)

Or write to: The Headteacher, St Peters Catholic High School, Howards Lane, Orrell, Wigan, WN5 8NU. You should address all correspondence relating to 'withdrawing consent' with the heading **WITHDRAW CONSENT**, followed by your name.

Once we have received notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to, unless we have another legitimate basis for doing so in law.

## YOUR RIGHTS

You have legal rights in relation to your personal information. These apply regardless of your employment status with the School.

You have a right to be informed about how and why your personal information is being processed. This notice fulfils that obligation.

Full details are contained within the School's Privacy Notice.

## DATA PROTECTION OFFICER

If you wish to raise a concern or discuss any aspect of this notice please contact our Data Protection Officer:

Data Protection Officer: Craig Stilwell  
Address: Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE  
Email: [dataservices@judicium.com](mailto:dataservices@judicium.com)  
Telephone: 0203 326 9174

If you are unhappy with the way that we handle your concern you may complain to:

Information Commissioners Office (ICO)  
<https://ico.org.uk/>  
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

## CHANGES TO THIS PRIVACY NOTICE

We may update or revise this privacy notice from time to time and will provide supplementary privacy information as is necessary to the school's current workforce.

I have read, understand and consent to my information being shared as detailed in this document.

Signature

.....

Name

.....

Date

.....

END