



**BOOTHAM**  
**SCHOOL**  
AGES 3-18

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## **Privacy Notice - Job Applicants**

### **General principles**

Bootham School (“the school”) is a data controller with registered address at 51 Bootham, York, YO30 7BU and is committed to ensuring that the personal data of its staff is handled in accordance with the principles set out in the General Data Protection Regulation (Regulation 2016/679 EU) (GDPR).

The school will process your information in accordance with the Data Protection Act and its own Data Protection Policy and Data Retention Policy. To comply with the law, data must be collected and used fairly, stored safely and securely, be adequate, relevant and not excessive, be kept accurate and up to date, held only as long as necessary and not disclosed to any third party unlawfully.

This policy applies to individuals applying for a position at Bootham School whether as an employee or under any other contractual or voluntary arrangement, including prospective consultants, coaches, casual workers, supply staff, peripatetic music teachers, agency workers, extra-curricular providers, volunteers and individuals on work experience (“Applicants”).

This policy describes the categories of personal data that we collect, how we use your personal data, how we secure your personal data and when we may disclose your personal data to third parties. It also describes your rights regarding your personal data and how you can access, correct, and request erasure of your personal data.

### **Information we hold**

This information is normally initially provided to the school by you when you apply for a post at the school.

To carry out our activities and obligations as a prospective employer, we may collect, store, and process the following categories of personal data about you:

- personal contact details such as name, title, addresses, telephone numbers, and personal email addresses;
- date of birth;
- copies of identification;
- contact details for your family members and next of kin;
- government identification numbers such national insurance number, driver’s licence number or other identification card number;
- bank account details and payroll information;
- qualifications, education and training records;

- employment records (including professional memberships, references, work history, and proof of work eligibility);
- other personal details collected during the recruitment process, or other information that you otherwise voluntarily provide to us.

Your personal data is processed based on legal obligations and the legitimate interest of both parties.

### **Collection and use of special categories of personal data**

We may collect and process special categories of personal data based on legal obligations and the legitimate interests of both parties where it is necessary for the recruitment process. Such special categories of personal data may include:

- physical or mental health or condition or disability status to ensure prospective employee safety in the workplace, provide appropriate workplace adjustments and to assess an applicant's suitability for the role;
- information about past criminal convictions, cautions and also information regarding anyone living in the household who has ever been barred from working with children, as a condition of employment for all posts;

However, the school will only collect these categories of data where and to the extent it is necessary for a lawful purpose in connection with your potential employment or other engagement to work for the school.

### **Why do we process personal data?**

The processing of your personal data by the school could be based on the fulfilment of a contractual obligation, legal obligation, legitimate interest, or your consent. This may include:

- Managing recruitment and selection processes;
- Communicating with you regarding the vacancy and recruitment process;
- Where applicable, communicating with you if other similar/suitable vacancies arise;
- Seeking references from current/former employers;
- Responding to and defending any legal claims that may arise from the recruitment process.

The school additionally processes special category data of applicants such as managing obligations under Equal Opportunities legislation, including providing a fair and equal recruitment process and making reasonable adjustments throughout the recruitment stages.

### **How do we use your information within the school?**

Within the school, personal data may be shared between colleagues who legitimately need the information to carry out their duties.

The school is required to obtain information about past criminal convictions, cautions and also information regarding anyone living in the household who has ever been barred from working with children, as a condition of employment for all posts. The school also undertakes DBS checks on all staff.

The amount of personal information shared within the school will be no more than is reasonably necessary.

## Sharing your information with others

The school shares your data with third parties in order to obtain pre-employment references from other employers, employment background checks from third-party providers, necessary criminal records checks from the Disclosure and Barring Service (DBS), and the Teaching Regulation Agency.

## Do we transfer your personal data to other countries?

We do not envisage transferring your personal data outside of the European Economic Area other than as indicated above and we have a commitment from our business partners and data processors that they too will honour this commitment. However, where you have worked outside of the EEA, as part of our pre-employment checks, we may contact your appropriate employers for confirmation of your previous employment details, and other agencies as necessary for the compliance of relevant statutory checks. In such cases, we ensure that appropriate security and data protection measures are in place to protect your data.

## How does the school protect your personal data?

The school takes the security of your data seriously. Internal policies and controls have been put 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.

Where the school 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 and organisational measures to ensure the security of data.

## For how long does the organisation keep data?

Your data will be retained for the duration of the recruitment process and if your application is unsuccessful, 6 months after the closure of the vacancy and then destroyed securely.

## Your rights

The GDPR has provided for data subject rights which include:

- **Right of Access** - You have the right of access to information we hold about you. We have up to one month to provide you with the information and at no cost to you. We will provide you with a copy of the information we hold that relates to you. For more information, please see our Data Protection Policy.
- **Right to rectification or erasure** - If you feel that any data we hold about you is inaccurate, you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you feel that we are unlawfully processing your data. Your right of rectification and erasure extends to anyone we have disclosed your personal information to and we will shall take all reasonable steps to inform them about your request.
- **Right to Restriction of processing** - you have a right to request that we refrain from processing your data where you contest its accuracy, or the processing is unlawful and you have requested its erasure, or where we don't need to hold your data anymore but you need us to in order to establish, exercise or defend any legal claims, or we are in dispute about the legality of our processing your personal data.

- **Right to object** - you have a right to object to our processing of your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.

If you have any queries about this privacy notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law, you should contact the school Bursar in the first instance.

More information about your data protection rights can be found on the Information Commissioner's Office (ICO). You also have a right to lodge a complaint about any aspect of how we are handling your data with the ICO and can do so at the following address:

Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF  
0303 123 1113 | [www.ico.org.uk](http://www.ico.org.uk)

### **Withdrawing consent**

Where you have provided your consent to the collection, processing and transfer of your personal data, you may withdraw that consent at any time. This will not affect the lawfulness of data processing based on consent before it is withdrawn. To withdraw your consent please contact the school's HR department.

### **What if you do not wish to provide personal data?**

In order to process applications, you are required to provide the school with your personal data.

Certain information, such as contact details, your right to work in the UK and statutory employment checks, have to be provided to enable the school to effectively administer your application. If you do not provide this information, the school will not be able to administer your rights and fulfil obligations arising from the recruitment process.