



**Longcause Community  
Special School**

## **Privacy Notice – Applicant**

Signature of Head:	A.Hutchinson
Date:	27.03.24
Signature of Chair of Governors:	F.Jenkins
Date:	27.03.24
Agreed by the Governing body on:	27.03.24
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Reviewed by:	Emma Moehle
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Checked by:	Kelly Miller
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Policy date	Summary of change	Author	Version	Review date
06.03.24	Reviewed no updates	Reviewed by EJM	2	March 2025

## **Overview**

Longcause Special School are a data controller for the purpose of Data Protection Act 2018 and General Data Protection Regulations (GDPR). This means the Longcause Special School are responsible for deciding how it processes personal data about you. Longcause Special School are required by Data Protection Law of the information contained in this privacy notice.

This Privacy notice applies to any job applicant. This privacy Notice does not form part of any contract of employment or contract for services and we may update this notice from time to time when updates occur.

### **1. Data Processing**

‘Processing’ includes obtaining, recording or holding information or data, transferring it other companies associated with us or any other statutory, governmental or regulatory body for legitimate purposes.

#### **1.1 Principles of GDPR:**

- Your data will be lawfully and fairly processed in a transparent manner.
- Your data is collected on the grounds of clear, transparent and legitimate reasons.
- We will only ask for your data when necessary, explain when and with whom your data will be shared.
- Your data will be accurate, kept up to date and erased, without delay, should your data no longer be required for the reason for which it was originally processed.
- Your data will be retained for as long as necessary.
- Your data will be kept secure at all times.

An additional principle sets out the Accountability, where we shall be responsible for and demonstrate compliance according to General Data Protection regulations.

#### **1.2 Your Rights.**

The points below are clear rights you have under the data protection (GDPR). Please ask us for more information and explanation of each, should you wish to;

- The right to be informed
- The right of access

- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights to automated decision and profiling.

We collect and use your data in order to fulfil the processing needs of the organisation, such as collection is to enable, pre-employment checks and the recruitment process related to your application or potential employment offer or agreement. Longcause Special School will always process the data we collect on a lawful basis. Normally this would comply with a legal obligation; necessary for our legitimate interests and or the individual's interests and fundamental rights do not override those interests.

Longcause Special School typically collect personal information directly from the individual. Although we may collect data about you from third parties, such as references supplied by a previous employer. Most of the information collected is mandatory, however on occasions some information can be provided voluntarily. We will inform you of whether it is a requirement, or you have a choice.

Longcause Special School will only ever use the information collected for its intended purpose. Longcause Special School will always notify you and gain consent if we need to use your information for an unrelated purpose.

In some circumstances we may be required to process your information without your knowledge or consent where it is required by law.

## **2. Data Sharing**

Your information will be shared internally within the company for the purpose of the recruitment process. This could include interviewers involved in the recruitment process and managers within the business area with the vacancy. Longcause Special School will share your data with Apex HR who are our HR partners. Apex HR will likely to be involved with the recruitment process.

Longcause Special School will not share your data with any other third party unless required to do so by law or unless your application has been shortlisted as part of our safer recruitment process or a successful conditional job offer is made. Your data will then be shared with third parties to obtain references, this would include a previous employer if applicable.

### **2.1 The type of data Longcause Special School process and share may include:**

- Personal Information (Name, address, date of birth, national insurance number etc)
- Employment Particulars
- Qualifications
- Location of employment

- Recruitment information i.e CV, right to work in the UK docs etc
- Recruitment video

This list is not exhaustive and there is more information that may be processed, for more details on what further data is processed on you please contact the DPO.

**2.2 Longcause Special School may also process and share ‘special category data’ which would include:**

- Ethnicity, religious beliefs or sexual orientation
- Health information, medical conditions
- Genetic and biometric data
- Criminal convictions and offences

This list is not exhaustive and may include further information that may be processed or shared. Longcause Special School processes this information for equal opportunities monitoring or to make reasonable adjustments for candidates who have a disability.

Longcause Special School will not use your data for any other purpose than the recruitment process.

On rare occasions Longcause Special School may transfer your personal information to parties located outside of the European Economic Area (EEA) in countries that do not have Data Protection Laws equivalent to those in the EU. Where this is the case, we will take reasonable steps to ensure the privacy of your information.

### **3 Retention of your information**

Longcause Special School will only retain your information for the period 6 months for unsuccessful applicants. Your information will then be deleted or destroyed after this period unless it is necessary to keep longer in relation to any legal claims. If your application is successful, your personal data will be transferred to a personnel file and retained for the duration of your employment. A separate privacy notice will be provided to employees.

### **4. Access to own personal information**

Subject to certain exemptions, you are entitled to have access to your personal data that is held by Longcause Special School.

You will not be charged for supplying such data, however we do reserve the right to apply a ‘reasonable’ fee where requests are deemed excessive.

We will respond to your request as soon as possible and within the maximum time frame of one month. Where it is deemed excessive this may take longer and you will be notified with a time frame.

### **5. Raising a Concern**

If at any time, you wish to action any of your rights under Data Protection Act 2018 in relation to for us or any company associated with us, to processing your personal data or sensitive data,

Please contact: Emma Moehle

Email: [emma.moehle@longcause.plymouth.sch.uk](mailto:emma.moehle@longcause.plymouth.sch.uk)

If in the instance you believe your data has been wrongfully processed or not kept secure you have the right to raise a complaint with the 'Information Commissioner's Office' (ICO).

<https://ico.org.uk/make-a-complaint/>

#### **6. What if I do not provide personal data?**

You are under no statutory obligation to provide your data however, if you do not provide the information we have requested, we may not be able to process your application.