

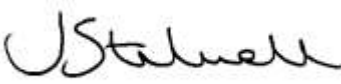



Privacy Notice: Job Applicants

INSPIRING BELIEF
in God and one another



ST RICHARD'S
SCHOOL

DATE APPROVED BY THE LAT	May 2021
DATE APPROVED BY THE LAC	June 2021
REVIEW DATE	May 2022
Signed Headteacher	
Signed Chair of LAC	

Vision Statement

Our schools aspire to provide 'excellence and equity in a Christian context', where every child is valued as a unique individual treasured by a loving God. 'I have inscribed you on the palms of my hands.' Isaiah 49.v16.

Our aim is that every child will have the opportunity to flourish and develop into a rounded adult who can live life to the full. 'I have come that they may have life and may have it in all its fullness'. John 10.v10.

Our schools are places where all are welcome and where we practise kindness and hospitality on a daily basis.

Our vision and our values are clearly displayed and while it is not a requirement that a child and their family have to be practising Christians we do expect all parts of the community, children, staff, parents and carers to support the values that we hold dear.

In our school, we demonstrate how we support this vision through our values, which are Friendship, Endurance, Trust and Hope and summarised in the school's own vision statement: Inspiring belief in God and in one another.

The vision of St Richard's CE Primary School is for a thriving and outstanding school where children and adults, working with the local community, have the opportunity to become the best they can be.

Inspiring belief...

- in ourselves – through progression and fulfilment
 - in each other – through motivation and teamwork
 - in the children – through showing them their potential
 - in the parents – through building trust by results
 - in God to all – through our whole lives
-
- We believe in looking out for everyone
We put safety first and we do all we can to ensure that all needs are met.
 - We believe in working together
We act like a family who support and motivate one another.
 - We believe in aiming for the best
We do all we can to ensure the highest quality in every area – our children deserve nothing less.
 - We believe in looking to the future
We are positive and seek opportunities to grow and improve, overcoming obstacles to achieve our goals.

We live out our values and vision through our key policies e.g. The LAT Behaviour policy is supported through the values described in the rewards and sanctions section of the policy demonstrating the importance of dignity and forgiveness.

The school admissions policy decided by the Local Academy Committee shows our inclusivity and the importance we place on service to our local community.

The breadth of the curriculum and the creative projects which we enjoy are key to providing opportunities for children to experience life in 'all its fullness', so that alongside learning and wisdom they also experience joy and delight in learning.

Care for the individual and their needs is crucial and the school's policies regarding inclusion and SEND are constant reminders that each of us is known to God and our names are 'inscribed on the palms of His hands'.

LAT HR policies are common in all schools and are created to ensure that individuals are treated fairly and with dignity. All HR policies have been scrutinised by the various unions to ensure that they contain acceptable procedures.

Privacy Notice

Job Applicants

Under the data protection law, you have the right to be informed about how the LDBS Academies Trust and the LDBS Academies Trust 2 (herein collectively referred to as 'the Trust') uses any personal data it holds about you. The Trust must comply with this right by providing 'privacy notices' to you.

If this notice or any associated information is unclear or incorrect please contact the Trust's Company Secretary (at 020 7932 1177 or ammar.ahmed@london.anglican.org) or the Trust's Data Protection Officer ('DPO') to seek clarification and / or provide amendments. The Trust has appointed Grow Partners Ltd as its DPO, the **responsible contact** is David Coy (contactable on david.coy@london.anglican.org, 07903 506531).

This privacy notice explains how the Trust collects, stores and uses the personal data about individuals working with the Trust and its schools in a voluntary capacity, including the Trust's directors and its Local Academy Committee ('LAC') governors.

The Trust and its schools are the 'data controller' for the purposes of data protection law

Successful candidates should refer to the Trust's Privacy Notice for its workforce for information about their personal data is collected, stored and used.

Copies are available at:

<http://www.strichardsschool.org.uk/parents-information/general-data-protection-regulations-gdpr/> or by request from the school office.

The personal data held by the Trust

The categories of data the Trust collects, holds and shares in relation to you include but are not limited:

- Personal Information; name, date of birth, national insurance number, copy of photographic ID.
- Details of your qualifications, right to work, skills, experience and employment history including references.
- Information about medical or health conditions, including whether or not you have a disability for which the organisation needs to make reasonable adjustments and fulfil its duty of care (including the use of Occupational Health Services).
- Protected characteristics such as ethnic origin, nationality, language, religion or belief. Where this has been provided.
- Photographs.
- Closed Circuit Television ('CCTV') images captured in school.
- Live streaming videos and recordings where applicable.

We may also hold personal data about you from third parties, such as references supplied by former employers, information provided during the completion of our pre-employment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

A full breakdown of the information we collect on the school workforce can be found in the record of data processing which can be requested from Paulette Wynter, the School Business Manager (office@strichards.hounslow.sch.uk).

Why the Trust uses this data

The Trust uses this data for the purposes of aiding the recruitment process by:

- Enabling it to establish relevant experience and qualifications;
- Facilitating safe recruitment, as part of its safeguarding obligations towards its pupils;
- Enabling equalities monitoring; and / or
- Ensuring that appropriate access arrangements can be provided for candidates that require them.
- Enable remote working procedures

The Trust's lawful basis for using this data

The Trust and its school's lawful basis for collecting and processing personal data is defined under Article 6 of the GDPR (also included in the Data Protection Act 2018), and the following sub-paragraphs apply:

- Data subject gives consent for one or more specific purposes.
- To fulfil contractual obligations or to take steps in order to enter into a contract
- Processing is necessary to comply with the legal obligations of the controller.
- Processing is necessary to protect the vital interests of the data subject.

The Trust and its schools lawful basis for collecting and processing your information is also further defined under Article 9 of the GDPR (also included in the Data Protection Act 2018), in that some of the information we process is deemed to be sensitive, or special, information and the following sub-paragraphs apply:

- The data subject has given explicit consent.
- It is necessary to fulfil the obligations of controller or of data subject.
- It is necessary to protect the vital interests of the data subject.
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions).
- Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment.

Where the Trust has obtained your consent to use your personal data, this consent can be withdrawn at any time. The Trust will make this clear when it asks for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using your personal data overlap, and there may be several grounds which justify the Trust's use of this data.

Collecting this information

Whilst the majority of the information the Trust collects about you is mandatory, some of it may be provided to the Trust on a voluntary basis.

Whenever the Trust seeks to collect information from you, the Trust will make it clear whether you must provide the information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Storage of data

The Trust collects, stores and processes data for Job Applicants. The Data is kept secure and only used for purposes relevant to the application process

The Trust will retain this data and delete the information in it in accordance with our retention policy, a copy of which can be requested from Paulette Wynter, the School Business Manager (office@strichards.hounslow.sch.uk).

The Trust has data protection policies and procedures in place, including strong organisation and technical measures, which are regularly reviewed. Further information regarding the Trust's policies and procedures can be found on the Trust's website.

Data sharing

The Trust may share your data with appropriate third parties, including but not limited to:

- Trust's professional advisors and consultants;
- Local Authorities in which our schools are based;
- London Diocesan Board for Schools.
- Suppliers and service providers – to enable them to provide the service we have contracted them for e.g., IT systems.

In the event where the Trust transfers your personal information to a country or territory outside the European Economic Area, the Trust will do so in accordance with data protection law.

Your rights regarding personal data

You have a right to make a 'subject access request' to gain access to personal information that the Trust or its schools holds about you.

If you make a subject access request, and if the Trust holds information about you, it will:

- Give you a description of it;
- Tell you why it is holding and processing it, and how long it will keep it for;
- Explain where it got it from, if not from you;

- Tell you who it has been, or will be, shared with;
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this; and
- Give you a copy of the information in an intelligible form.

You also have the right to;

- Object to the use of your personal data if it would cause, or is causing, damage or distress;
- Prevent your data being used to send direct marketing;
- For your personal information to be transmitted electronically to another organisation in certain circumstances;
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person);
- In certain circumstances, have personal data corrected, deleted or destroyed, or it's processing restricted; and / or
- Claim compensation for damages caused by a breach of the data protection regulations.

The Trust reserves the right to verify the requesters identification by asking for Photo ID, if this proves insufficient then further ID may be required.

If you would like to make a request, please contact:

Paulette Wynter, the School Business Manager

office@strichards.hounslow.sch.uk

020 8898 0848

St Richard's CE Primary School

Forge Lane, Hanworth, TW13 6UN

Data Protection Breaches

If you suspect that yours or someone else's data has been subject to unauthorised or unlawful processing, accidental loss, destruction or damage. Then we ask that you please contact Paulette Wynter, the School Business Manager at St Richard's CE Primary School and advise us without undue delay.

Complaints

The Trust takes any complaints about its collection and use of personal information very seriously.

If you think that the Trust's collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about its data processing, please raise this with the Trust in the first instance.

To make a complaint, please contact the Trust's DPO.

Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/concerns/>

- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact the Trust's DPO:

Grow Education Partners Limited
London Diocesan House
36 Causton Street
London
SW1P 4AU

Contact point: David Coy
Telephone: 079 0350 6531
Email: david.coy@london.anglican.org