

## Privacy Notice

### What is our lawful basis for processing this data

Legitimate Interests

### What data do we collect

Candidate:

- Name, address, telephone number, email address
- Date of birth, national insurance number, photo
- Recruitment information, including copies of right to work documentation, references (name, address, telephone, email)
- Qualifications and employment records including most recent line manager's name
- A form of ID (passport, driving license, birth or marriage certificate)
- Disabilities, sexual orientation, ethnic orientation, religion
- All convictions and cautions, including "spent" convictions and cautions, Disclosure and Barring Service (DBS)

### Why do we need it and what do we do with it

We process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

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 us 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.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We process other special categories of data, such as information about ethnic origin and disabilities for equal opportunities monitoring purposes.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

We retain this information securely within Candidate Files as electronic copies on our IT systems and within paper copies in filing cabinets.

### How long do we keep it

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. At the end of this period your data is deleted or destroyed.

Successful candidates should refer to our privacy notice for the *School/Workforce* for information about how their personal data is collected, stored and used.

**Who we share this information with and why**

We do not routinely share this information outside of our organisation, but may share this information with our legal or trusted advisers for the purpose of obtaining advice, with government agencies if required by law, or with law enforcement agencies for the prevention or detection of crime.

**What are your rights**

You have a number of rights in relation to your personal information under data protection law. In relation to most rights, we will ask you for information to confirm your identity and, where applicable, to help us search for your personal information. We will respond to you within 30 days after we have received any request (including any identification documents requested).

You have the right to:

1. Ask for a copy of the information that we hold about you;
2. Correct and update your information;
3. Withdraw your consent (where we rely on it).
4. Object to our use of your information (where we rely on our legitimate interests to use your personal information) provided we do not have any continuing lawful reason to continue to use and process the information.
5. Erase your information (or restrict the use of it), provided we do not have any continuing lawful reason to continue to use and process that information;
6. Transfer your information in a structured data file (in a commonly used and machine-readable format), where we rely on your consent to use and process your personal information.

Please see our [Data Protection Policy](#) for further information and for details of how to make a request.

**Contact information**

You can exercise the above rights and/or manage your information by contacting us using the details below:

Identity of data controller: Cranbury College

Postal address: Mark Hester, Cranbury College, Cranbury Rd, Reading, RG30 2TS

Email: [mhester@cranburycollege.reading.sch.uk](mailto:mhester@cranburycollege.reading.sch.uk)

Phone: 01189 376847

Our Data Protection Officer is Omnigov Limited and you can contact them at

[dpo@cranburycollege.reading.sch.uk](mailto:dpo@cranburycollege.reading.sch.uk)

**Complaints**

If you wish to raise a complaint on how we have handled your personal data, please contact us at [dpo@cranburycollege.reading.sch.uk](mailto:dpo@cranburycollege.reading.sch.uk)

If you are not satisfied with our response you can complain to the Information Commissioner's Office (ICO). The ICO's contact details are below:

Postal address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Email: [casework@ico.org.uk](mailto:casework@ico.org.uk)

Phone: 0303 123 1113

