



Westacre Middle School Privacy Notice For Job Applicant

The categories of information that we collect, process, hold and share include:

- personal information disclosed in an application form (such as name, address, email address, education training and qualifications, employment history, national insurance number, DfES reference number, convictions/disqualifications)
- special categories of data disclosed in an application form including characteristics information such as nationality, age, ethnic group, disability

Why we collect and use this information

We use this data to:

- enable job applications to be processed

The lawful basis on which we process this information

We process this information under Article 6 (1) (e) that processing is necessary in order to carry out official tasks and Article 9 where data processed is special category data from the GDPR.

Storing this information

We hold this data according to time limits set out in our Records & Retention policy.

Who we share this information with

We share this information with:

- School Governors
- Senior Leadership Team
- The Local Authority upon appointment

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact The Data Protection Officer, c/o Westacre Middle School, Ombersley Way, Droitwich Spa, WR9 0AA.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss anything in this privacy notice, please contact: The Data Protection Officer, c/o Westacre Middle School, Ombersley Way, Droitwich Spa, WR9 0AA.