



Pocklington School Foundation

General Data Protection Regulations Privacy Notice: Recruitment Process

Policy Contact	S Conroy, HR Manager		
Last Reviewed	September 2024	Next Review Due	September 2025



POCKLINGTON SCHOOL FOUNDATION
GDPR Privacy Notice: Recruitment Process

As part of the recruitment process Pocklington School Foundation will collect, process and hold personal data related to applicants in accordance with the General Data Protection Regulations (GDPR).

This data includes:

- The information contained within this application form and any covering letter
- Data from identity documents that you may be asked to bring to interview
- Information from referees
- Data on the equal opportunities questionnaire

The data will be stored as a hard copy in the vacancy file, electronically in the vacancy file on the e-mail system and the electronic recruitment folder.

We have a legitimate interest in processing personal data as part of the recruitment process and for keeping records of the process. It allows us to manage the recruitment process and assess your suitability for employment. Some personal data is processed in order to meet a legal or statutory requirement, such as checking your eligibility to work in the UK and to undertake a Disclosure and Barring Service (DBS) check prior to employment. Data from the equal opportunities questionnaire is used to monitor recruitment statistics and to determine whether to make reasonable adjustments for candidates who have a disability. We may also need to process data from job applicants to respond to and defend against legal claims.

This data may be shared internally with Foundation staff and governors for the purposes of the recruitment process. It may be shared externally with referees if you are called for interview, and uCheck (our DBS processing company) and the DBS for the processing of a DBS check as part of any offer of employment.

Our internal controls ensure that your data is not misused, misplaced or inappropriately disclosed or accessed, and is processed as part of legitimate aims and within the proper performance of our duties.

If your application is unsuccessful your data will be held for a maximum of 6 months after the end of the recruitment process, after which point it will be deleted or destroyed. Equal opportunities information will be held on an anonymised monitoring form and will be deleted after the processing of the information for annual recruitment statistics. If you are appointed to a role with the Foundation your data will be transferred to your electronic personnel file and retained during your employment and you will be provided with a new staff privacy notice at that point.

Your Rights – you have the right to: access and obtain a copy of your data on request; require us to change incorrect or incomplete data; require us to delete or stop processing your data e.g. where it is no longer necessary for the purposes of processing. If you would like to exercise any of these rights you should contact Caroline Grant on grantc@pocklingtonschool.com if you believe the Foundation has not complied with your data protection rights you can complain to the Information Commissioner.

You are under no obligation to provide us with this data during the recruitment process however if you do not provide the data, we may not be able to process your application properly or at all.