



STRATHALLAN  
SCHOOL

Opportunities for all to excel

# Privacy Notice

For Applicants

July 2020

## What is the purpose of this document?

Strathallan School is a "Data Controller". This means that the School is responsible for deciding how to hold and use personal information about you. 'Personal Information' means any information which relates to or identifies you as an individual.

The School is committed to being transparent about how it handles your personal information. You are being sent a copy of this privacy notice because you are applying for a position at the School. This privacy notice applies to all applicants and is non-contractual. The School reserves the right to amend this privacy notice as required.

This privacy notice is intended to raise awareness of how and why your personal information will be used, namely for the purposes of the recruitment process and how long it will usually be retained for. The School takes your privacy seriously and is fully committed to protecting your personal data at all times. The School will only process your personal data in accordance with, and adhere to the principles (as applicable) contained within, the General Data Protection Regulation and, when enacted, the Data Protection Bill 2017-19 (together referred to as the "GDPR").

This privacy notice provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) (GDPR).

## Data Protection Principles

The School will comply with data protection law and principles, which means that your information will be:

1. Used lawfully, fairly and in a transparent way.
2. Collected only for legitimate reasons and used only for those legitimate reasons.
3. Adequate, relevant and not excessive.
4. Accurate and, where necessary, up-to-date.
5. Kept for a reasonable period and not longer than necessary.
6. Held securely.

In connection with your application for employment, the School will collect, store and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on the School's application form, including name, address, telephone number, National Insurance number, personal email address, date of birth, employment history, qualifications, professional memberships, your right to work in the UK.
- Any information you provide to us during an interview, e.g. mobile phone number.

The School also collects, stores and uses the following "special categories" of more sensitive personal information:

- Information about any disability or medical condition.
- Information about criminal convictions or offences.
- Any potential conflict of interest, either financially or through acquaintance/relations with a School governor or member of staff.

## Collecting personal information about you

The School will collect personal information about candidates from the following sources:

- You, the candidate.
- Any recruitment agency that the School has procured for assisting in the recruitment of a specific role.
- Disclosure Scotland for its Protecting Vulnerable Groups (PVG) scheme from which we collect the following categories of data:
  - Name
  - Address (Current & History)
  - Date of Birth
  - County of Birth
  - Nationality
  - Telephone Number
  - Email Address
  - National Insurance Number
  - Passport Number
  - Driving License Number
  - National Identify Card Number
- Your named referees, from whom the School collects the following categories of data:
  - Confirmation of work history
  - Start date of employment
  - Leaving Date of employment
  - Relationship
  - Main Duties of role
  - Work standards
  - Reason for Leaving
  - Suitability of the applied for role

## How your information will be used

The School will use the personal information it collects about you to:

- Assess your skills, qualifications and suitability for the role you have applied for.
- Checks for eligibility to work in the UK as required by immigration laws, such as passport and visa documentation.
- Carry out background and reference checks, for example Disclosure Scotland checks.
- Communicate with you about the recruitment process.
- Keep records related to the School's recruitment processes.
- Comply with legal or regulatory requirements, such as right to work checks.

The School needs to process your personal information to decide whether to enter into a contract of employment with you.

Having received your application form, covering letter and CV where applicable, the School will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, the School will decide whether your application is strong enough to invite you for interview. The School will use the information you provide to us at the interview to decide whether to offer you the role. If the School decides to offer you the role, the School will request two professional references and undertake a PVG enhanced disclosure check through Disclosure Scotland for the purpose of background checks and child protection and safeguarding. Please note that, for teaching vacancies, it is usual practice to request two professional references prior to interview but only with the applicant's advance written consent.

## If you fail to provide personal information

If you fail to provide information, when requested, necessary for the School to consider your application (such as evidence of qualifications or work history), the School may not be able to process your application further. For example, as the School is required to take up two references and you fail to provide the contact details of two named referees, the School will not be able to take your application further.

## How sensitive personal information is used

We will use your particularly sensitive personal information in the following ways:

- We will use your health information to assess and/or comply with the School's obligations under the Equality Act 2010 (for example a requirement to make reasonable adjustments to your working conditions).
- With regard to any previous criminal convictions or any potential conflict of interest, the School will carry out a risk assessment, by considering the role in question and the nature of the offence, criminal conviction or conflict of interest.

## Data sharing

Your personal information may be shared internally for the purposes of the recruitment exercise, including the HR department, recruiting managers, departmental staff involved in the interview process and IT staff, should IT access be required during the interview process.

The School will not share your personal information with third parties during the recruitment process unless your job application is successful and we make you an offer of employment. At that stage, we may also share your personal information with third parties (and their designated agents), including:

- external organisations for the purposes of conducting pre-employment reference and employment background checks.
- former employers, to obtain references.
- professional advisors, such as lawyers.

We may also need to share your personal information with regulators such as Disclosure Scotland, the General Teaching Council of Scotland, the Care Inspectorate and the Scottish Social Services Council in order to comply with the law.

## Data security

The School has put in place appropriate internal policies, procedures and controls to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. The School limits access to your personal information to only those employees who have a business need to know in order to perform their duties and responsibilities.

The School will not transfer your personal information out of the European Economic Area (EEA).

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator such as the Information Commissioner's Office (ICO) of a suspected breach where we are legally required to do so.

## Data retention

The School will retain your personal information for a period of six months after the recruitment outcome decision has been communicated to you. The School retains your personal information for that period so that, in the event of a legal claim, the School can show it has not discriminated against candidates on prohibited grounds and that the School has conducted the recruitment exercise in a fair and transparent way. After this period, the School will securely destroy your personal information in accordance with our data retention policy.

If the School wishes to retain your personal information on file, on the basis that a further opportunity may arise in future, the School will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

## Rights of access, correction, erasure and restriction

Where the School processes data from a recruitment application, it is understood that the data subject i.e. the applicant has certain rights as follows:

- **The right to be informed.**  
The School will communicate its Privacy Notice for Applicants at the earliest opportunity.
- **The right of access to your personal information (commonly known as a "data subject access request").**  
This enables you to receive a copy of the personal information the School holds about you and to check it is being lawfully processed.
- **The right to correction of the personal information that the School holds about you.**  
If you feel the data held is inaccurate or incomplete, you have the right to advise the School and your data will be corrected following your instructions.
- **The right to erasure of your personal information.**  
The School will remove your personally identifiable data on request should you no longer wish your personal data to be processed.
- **The right to restrict processing of your personal information.**  
If at any point you object to us using your personal data, you have the right to suppress or block its processing.
- **The right to withdraw consent.**  
If, at any point, your situation changes or you have concerns about the way your personal data is processed, you have the right to withdraw your consent.
- **The right to data portability.**  
You have the right to request your personal information to be transferred to another party in an appropriate format so that you can re-use it across different services for your own purposes.

Should you wish to exercise any of these rights, please contact the School's HR Manager. The School may need to verify your identity before your request is actioned. This is a security measure to ensure that your personal information is not disclosed to any person who has no right to receive it.

The School's HR Manager oversees compliance with this privacy notice for applicants. If you have any questions about this privacy notice, how we handle your personal information or you wish to exercise your rights as above, please contact:

Mrs Gill Morgan,  
HR Manager,  
Strathallan School,

Forgandenny,  
Perthshire,  
PH2 9EG  
hr@strathallan.co.uk  
Telephone: 01738 812546

You have the right to complain to the Information Commissioner's Office (ICO), if you are concerned about the way the School has processed your personal information. However the School would encourage you to make contact with our HR Manager, Mrs Gill Morgan, with a view to resolving any queries or questions in the first instance.

Information Commissioner's Office,  
Wycliffe House,  
Water Lane,  
Wilmslow,  
Cheshire, SK9 5AF  
Telephone: 0303 123 1113

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