

# Privacy Notice

## How we use Job Applicant Data

The BRIT School is committed to protecting your privacy and being transparent about what we do with it. We are committed to using your personal information in accordance with all applicable laws concerning the protection of personal information. We will not do anything with your information you wouldn't reasonably expect or that is required of us by law. We will use the information that we collect about you in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR).

The BRIT School is the data controller for all applicant data collected and handled.

## The categories of applicant information that we collect, hold, and share

### Personal Data:

**Personal information:** name, DfE number (teachers), address, telephone number(s), email address, qualifications, education and previous employment details.

**Post Interview Information:** Interview notes, test results

### Sensitive Personal Data:

**Characteristics:** ethnicity, nationality, date of birth.

**Disability:** Any disclosed disability

**Child Protection Information:** Any disclosed criminal convictions

Data is collected from the applicant when applying to work with The BRIT School.

## Why we collect and use this information

### We use school workforce data to:

- Processing your application to enable the development of a comprehensive workforce and how it is deployed.
- Inform development of recruitment and retention policies \*\*\*
- Enable to contact with shortlisted individuals for interview purposes
- Comply with Safer Recruitment requirements
- Comply with the law regarding data sharing

## The lawful basis on which we collect and use this information

All personal and sensitive data held by The BRIT School will be processed fairly, lawfully and in a transparent manner. We will only use the data for the purposes specified above, and for explicit and legitimate purposes.

The BRIT School will collect and hold personal and sensitive personal data for the following lawful basis:

- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller (Article 6, Section 1.e of the General Data Protection Regulation (EU) 2016/679).
- Processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject; (Article 9, Section 2.g of the General Data Protection Regulation (EU) 2016/679).
- Equality Act 2010
- Employment Tribunal

## Storing Applicant Information

We hold Applicant data in secure digital and physical storage. We will retain records up to 6 months for applicants. For an exhaustive list of retention periods, please refer to The BRIT School Data Retention Schedule, which can be found on our website: [www.brit.croydon.sch.uk/policies](http://www.brit.croydon.sch.uk/policies) \*\*\*

## System Used for Processing School Workforce Data

	PERSONAL DATA	SENSITIVE DATA
Spreadsheet	✓	✓

## Information Sharing

The BRIT school will not share your information for marketing purposes with the companies outside The BRIT School.

We routinely share Applicant information with the following:

- Relevant SLT and Line Manager in Recruitment process
- Our local authority;

## Why we share Applicant information

We do not share information about our Applicant with anyone without consent unless the law and our policies allow us to do so.

We share applicant data with the relevant Senior Leader and Line Manager of those carrying out the recruitment process in order to shortlist for the role. Sensitive data will not be shared prior to interviews.

## 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 Human Resources ([personnel@brit.croydon.sch.uk](mailto:personnel@brit.croydon.sch.uk)) \*\*\*

### 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 request that you raise your concern with us in the first instance, by contacting the Data Protection Officer ([dpo-brit@brit.croydon.sch.uk](mailto:dpo-brit@brit.croydon.sch.uk)).

Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

## Contact

If you would like to discuss anything in this privacy notice, please contact:

### Data Protection Officer

Richard Elliott  
 The BRIT School  
 60 The Crescent

### Human Resources

The BRIT School  
 60 The Crescent  
 Croydon

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