THE MOUNTBATTEN SCHOOL

Privacy Notice for Job Applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at our school.

We, The Mountbatten School, are the 'data controller' for the purposes of Data Protection Law and as such, are registered with the ICO and comply with the principles of the General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

Our data protection officer can be contacted via dpo@mountbatten.school

The Personal Data we hold

We process data relating to those applying to work at our school. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- CCTV Footage

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs and sexual orientation
- Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Enabling us to establish an applicant's right to work
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our Legal Basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Article 6(1)(c) (Legal Obligation): To comply with laws like the Education Act 2011.
- Article 6(1)(e) (Public Task) the 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(1)(f) (Legitimate Interests): Specifically for the operation of CCTV for security and crime prevention.
- Article 6(1)(a) (Consent): For optional processing such as promotional photography or biometric data.
- Article 6(1)(d) (Vital Interests): Sharing medical information in an emergency

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

Some of the reasons listed above for collecting and using students' personal data overlap, and there may be several grounds, which justify our use of this data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data we collect as part of the job application process is stored securely and is only used for purposes directly relevant to your application.

Personal data is stored on school-approved, secured platforms, including Google Workspace for Education and Microsoft 365.
We maintain security through mandatory Multi-Factor Authentication (MFA) for all administrative, remote, and cloud-based accounts.
The school utilizes authorized AI tools to support learning; however, in accordance with our Acceptable Use Policies, personal or sensitive data is strictly prohibited from being input into unauthorized AI platforms.

When it is no longer required, we will delete your information in accordance with our retention schedule. These documents can be found on our website.

Key retention periods include:
CCTV Images: 31 days.
Recruitment Records: For unsuccessful applicants, retained for 6 months
For successful applicants: Staff personnel file: Termination + 6 years.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with Data Protection Law) we may share personal information about you with:

- Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a Head Teacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisors and consultants

Your rights to access

Individuals have a right to make a 'subject access request' (SAR) to gain access to personal information that the school holds about them.

If you make a subject access request, and if we do hold information about you, we will respond to requests for access to personal data, including CCTV footage, within one calendar month. This may be extended by a further two months for complex cases, in which case you will be notified within the first month.

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right, subject to some limitations to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

Right to Rectification: If you identify inaccurate data, we will respond to your request for correction within one month. This may be extended by a further two months for complex cases, in which case you will be notified within the first month.

Rights to Restrict Processing: you have the right to suppress the processing of your personal data. This allows the school to continue holding the data but prevents any further use of it while we consider requests for rectification or objections to processing.

Rights to Withdraw: To withdraw consent for optional processing (such as biometrics or photography), please contact the Data Protection Officer in writing via dpo@mountbatten.school

The school does not currently use automated decision-making or profiling to make significant decisions about staff.

To exercise any of these rights, please contact our data protection officer.

For requests regarding non-personal school information, please refer to our Freedom of Information Policy.

Complaints

We take any complaints about our collection and use of personal information very seriously.
If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.
To make a complaint, please contact our data protection officer.
Alternatively, you can make a complaint to the Information Commissioner's Office:

- Report a concern online at https://ico.org.uk/concerns/
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Contact

If you would like to discuss anything in this privacy notice, please email for the attention of the Data Protection Officer via dpo@mountbatten.school