



THE DEANERY

Church of England High School and Sixth Form College

Privacy Notice for Job Applicants

The Deanery Church of England High School is committed to protecting the privacy and security of personal information. This privacy notice describes how we collect and use personal information about pupils, in accordance with the UK General Data Protection Regulation (UK GDPR), section 537A of the Education Act 1996 and section 83 of the Children Act 1989.

This privacy notice explains how the school collects, stores and uses personal data about individuals working with the school in a voluntary capacity, including governors.

Who collects this information?

The Deanery Church of England High School is a 'data controller.' This means that the school is responsible for deciding how it holds and uses personal information about pupils.

Personal data held

The personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Your name
- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- Information about your use of our information and communication systems, equipment and facilities (e.g. school computers)

The school may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:

- Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured in school

The school may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

The school may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

Why we use this data

The school uses the data listed above to:

- Enable the school to establish relevant experience and qualifications
- Facilitate safe recruitment, as part of our safeguarding obligations towards pupils
- Enable equalities monitoring
- Ensure that appropriate access arrangements can be provided for candidates that require them
- Make sure the school's information and communication systems, equipment and facilities (e.g. school computers) are used appropriately, legally and safely

If you fail to provide information when requested, which is necessary for the school to consider as part of your application (such as evidence of qualifications or work history), the school will not be able to process your application successfully. For example, if references are required for the role and you fail to provide the relevant details, the school will not be able to take your application further.

The school will only use your personal information for the purposes for which it has been collected, unless it is reasonably considered that the school needs to use it for any other reason and that reason is incompatible with the original purpose. If the school needs to use your personal information for an unrelated purpose, you will be notified, together with an explanation for the legal basis which allows the school to do so.

Please note that the school may process your personal information without your knowledge or consent in compliance with the above rules where this is required or permitted by law.

Use of your personal data for marketing purposes

Where you have given consent to do so, the school may send you marketing information by email or text promoting school events, campaigns, charitable causes or services that may be of interest to you. You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by emailing enquiries@deanery.wigan.sch.uk

Use of your personal data in automated decision-making and profiling

The school does not currently process any job applicants' personal data through automated decision-making or profiling. If this changes in the future, the school will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Use of your personal data for filtering and monitoring purposes

While you are in the school, your use of our information and communication systems, equipment and facilities (e.g. school computers) may be monitored. This is done so that the school:

- Complies with health and safety and other legal obligations
- Complies with its own policies and legal obligations
- Keeps its network(s) and devices safe from unauthorised access, and prevent malicious software from harming the school network(s)

The lawful basis on which the school uses information

The school will only use your information when the law allows it. Most commonly, information will be used in the following circumstances:

- Consent: the individual has given clear consent to process their personal data for a specific purpose
- Contract: the processing is necessary for a contract with the individual
- Legal obligation: the processing is necessary to comply with the law (not including contractual obligations)
- Vital interests: the processing is necessary to protect life
- Public task: the processing is necessary to perform a task in the public interest or for official functions, and the task or function has a clear basis in law
- The Education Act 1996: for Departmental Censuses 3 times a year. More information can be found at: <https://www.gov.uk/education/data-collection-and-censuses-for-schools>

The school requires all the categories of information listed above primarily to allow it to comply with legal obligations. Please note that the school may process information without knowledge or consent, where this is required or permitted by law.

The basis for using special category data

For 'special category' data, the school only collects and uses it when there is both a lawful basis, as set out above, and one of the following conditions for processing as set out in UK data protection law:

- The school has obtained your explicit consent to use your personal data in a certain way
- The school needs to perform or exercise an obligation or right in relation to employment, social security or social protection law
- The school needs to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- The school needs to process it for the establishment, exercise or defence of legal claims
- The school needs to process it for reasons of substantial public interest as defined in legislation
- The school needs to process it for health or social care purposes, and the processing is done by, or under the direction of, a health or social work professional or by any other person obliged to confidentiality under law
- The school needs to process it for public health reasons, and the processing is done by, or under the direction of, a health professional or by any other person obliged to confidentiality under law
- The school needs to process it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the processing is in the public interest

For criminal offence data, the school will only collect and use it when there is both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law. Conditions include:

- The school has obtained your consent to use it in a specific way
- The school needs to protect an individual's vital interests (i.e. protect your life or someone else's life), in situations where you're physically or legally incapable of giving consent
- The data concerned has already been made manifestly public by you
- The school needs to process it for, or in connection with, legal proceedings, to obtain legal advice, or for the establishment, exercise or defence of legal rights
- The school needs to process it for reasons of substantial public interest as defined in legislation

Collecting this data

The school will only collect and use your data when the law allows it (as detailed above in section 4 of this notice). While the majority of information collected about you is mandatory, there is some information that can be provided voluntarily.

Whenever the school seeks to collect information from you, it will be made 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.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies
- Police forces, courts or tribunals
- Other schools or trusts

How the school stores this data

The school keeps personal information about you while you volunteer, which may also be kept beyond your work at the school if this is necessary. If you require further information about retention periods, please contact the school at enquiries@deanery.wigan.sch.uk

The school has put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. The school will dispose of your personal data securely when it is no longer required.

Sharing data

The school may need to share data with third parties where it is necessary with strict controls on who can see your information. We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Wigan Local Authority in order to meet its legal obligations to share certain information with it, such as safeguarding concerns
- Government departments or agencies
- The school's regulator
- Suppliers and service providers
- School auditors
- Health authorities
- Security organisations
- Professional advisers and consultants
- Charities and voluntary organisations
- Police forces, courts and tribunals

Transferring data internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Other schools or educational establishments
- Government departments or agencies
- Security organisations
- App or cloud server providers
- Filtering and monitoring providers

Where the school transfers your personal data to a third-party country or territory, it will be done so in accordance with UK data protection law. In cases where the school has to set up safeguarding arrangements to complete the transfer, you can get a copy of these arrangements by contacting the Director of Business & Finance.

How to access personal information that the school holds about you

You have a right to make a 'subject access request' to gain access to personal information that the school holds about you. If you make a subject access request, and if the school does hold information about you, the school will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why the school are holding it, how it is being processed and how long it will be held for
- Explain where the information was obtained from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this

- Give you a copy of the information in an intelligible format

You may also have the 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 the Clerk to the Governors.

Your other rights regarding your data

Under data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data where it is likely to cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected or blocked
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office if you feel we have not used your information in the right way
- Claim compensation for damages caused by a breach of the data protection regulations

The school may refuse your information rights request for legitimate reasons, which depend on why the school is processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice. To exercise any of these rights, please contact the Clerk to the Governors.

Complaints

The school take any complaints about the collection and use of personal information very seriously. If you think that the collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about the school's data processing, please raise this with the Director of Business & Finance in the first instance. You can make a complaint to the school at any time by contacting the Director of Business & Finance by contacting: enquiries@deanery.wigan.sch.uk

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/>

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 within this privacy notice or have a concern about the way the school is collecting or using your personal data, you should raise your concern with the Director of Business & Finance in the first instance by contacting: enquiries@deanery.wigan.sch.uk

Or alternatively in writing to: [The Deanery Church of England High School, Frog Lane, Wigan, WN1 1HQ.](#)

You should address all correspondence relating to a 'concern' with the heading **CONCERN** followed by your name.

The school has appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any questions about how the school handles your personal information which cannot be resolved by the Headteacher, then you can contact the DPO on the details below: -

Data Protection Officer Name: Craig Stilwell

Data Protection Officer Details: [Judicium Consulting Ltd, 72 Cannon Street, London, EC4N 6AE](#)

Data Protection Officer Email: dataservices@judicium.com

You have the right to make a complaint at any time to the Information Commissioner's Office, the UK supervisory authority for data protection issues at <https://ico.org.uk/concerns>.

Changes to Privacy Notices

The school reserves the right to update privacy notices at any time and will provide you with a new privacy notice when substantial updates are made. The school may also notify you in other ways from time to time about the processing of your personal information.