



# **Job Applicant Privacy Notice**

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## Document Control

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## **1 Introduction**

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Yarrow Heights School (“YHS”, “we”, “us”, “our”) of Cobden Avenue, Southampton, SO18 1FS, are committed to protecting your privacy and meeting our legal obligations when you apply for a job or you (or an agent acting on your behalf) share your employment details with us.

This privacy notice explains what personal data we collect and use relating to employment and contractor candidates (“you”, “your”) during the recruitment process.

As an information-led business, we place great importance on ensuring the quality, confidentiality, integrity, and availability of the data we hold, and in meeting our data protection obligations where we process personal data. We are committed to protecting the security of your personal data. We use a variety of technical and organisational measures to help protect your personal data from unauthorised access, use or disclosure.

We update this privacy notice from time to time in response to changes in applicable laws and regulations, to our processing practices and to products and services we offer. When changes are made, we will update the effective date at the top of this document.

## **2 What personal data do we process?**

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Personal data means any information about an individual from which that person can be identified, therefore does not include data where the identity of the person has been removed (anonymous data). There are “special categories” of more sensitive personal data which require a higher level of protection. The data controller of the personal data we hold about you is Yarrow Heights School.

When you apply for a position (whether as an employee, worker, consultant, contractor or intern) or submit your CV (or similar employment information) to us, whether directly or through an agency, or attend an interview in person or by remote means, we will collect your personal data. This includes:

- Name and contact details (address, mobile phone number and email address)
- Company details (where applicable)
- Date of birth and gender
- Work history and employment positions held
- Salary, other compensation, and benefits information
- Nationality / visa / work permit information (where applicable)
- Academic and professional qualifications, education, and skills



- Photographs you may submit with your application
- Demographic information
- Records we create during interviews or correspondence with you
- Results of pre-employment screening checks (where applicable)
- Any other information you choose to give us

We may also collect special category data in accordance with the Equality Act 2010. We will only do this to make reasonable adjustments to enable all candidates to apply for vacancies, attend interviews and to commence employment. This is also necessary to ensure we meet our legal obligations when recruiting.

### **3 Purposes and bases for using your personal data**

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We will process your personal information for the following purposes and under the following lawful bases:

Purpose	Lawful Bases for Processing
Responding to correspondence from you.	It is in our legitimate interest to respond to you when you make an employment or general enquiry.
Processing your application to assess suitability for employment.	When processing your personal data for the purposes of administering your job application or assessing your candidacy for a role, we do so with your consent.  When processing your special category data, we do so with your explicit consent.
Assessing suitability for employment.	It is our legal obligation under the Equality Act 2010 to protect all applicants from discrimination in the workplace at all stages of pre-employment and employment.  When processing your special category data, we do so with your explicit consent.



Arranging and conducting recruitment interviews, either in person, via telephone or other means.	We rely on your consent to process your personal data in order to facilitate our recruitment process.
Obtaining necessary references from third parties and conducting pre-employment screening checks, where required.	We rely on your consent to process your personal data in order to facilitate our recruitment process.  When processing your special category data, we do so with your explicit consent.
Contacting applicants about future suitable vacancies.	It is our legitimate interest to archive applications, maintain the details of, and stay in contact with, suitable candidates for future roles.
Sharing personal data with third parties including government agencies, law enforcement agencies and others.	It is our legal obligation to cooperate fully as and when required by law.  When processing your special category data, we do so with your explicit consent.

#### 4 Sensitive personal data

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We will only process sensitive ‘special category’ personal data where we meet one of the conditions required by law for doing so. This includes complying with legal obligations or exercising specific rights in the field of employment law. We may also ask for your explicit consent to process some special categories of personal data.

We process special categories of personal data when we collect or process information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work and to provide appropriate workplace adjustments.



## **5 Sharing your information**

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We will only transfer or store your personal data outside the European Economic Area (the “EEA”) or UK by using Standard Contractual Clauses approved by the European Commission, which contractually oblige our group entities in those countries to comply with the same data protection standards as legislated within the EEA and UK.

We may share your data with service providers and suppliers to our business who process data on our behalf. In such cases, our service providers and suppliers are data processors and may only use the data in line with our instructions and not for any other purpose. This and other obligations are agreed in the contract between the YHS and the service providers and suppliers.

Within the YHS, your personal data will only be shared with those who need to have access to it, which will primarily be our HR personnel and hiring managers.

## **6 How long will we retain your information?**

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We will retain your personal data for only as long as is necessary for the recruitment process. If your candidacy is successful and you are employed or hired by us, your data will be processed and retained as set out in our employee privacy notice, provided to you with your employment paperwork.

If your candidacy is unsuccessful, we will not retain your CV, application details or interview notes.

We may retain a very limited amount of your personal data where it is necessary to comply with our legal obligations or as necessary in relation to legal claims. This is rare but may mean we need to retain your data for 12 months or more.

## **7 Your rights**

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Individuals whose personal data we process have the following rights:

- You have the right of access to your personal data and can request copies of it and information about our processing of it
- If the personal data we hold about you is incorrect or incomplete, you can ask us to rectify or add to it
- Where we are using your personal data with your consent, you can withdraw your consent at any time



- Where we are using your personal because it is in our legitimate interests to do so, you can object to us using it this way
- In some circumstances, you can restrict our processing of your data, request a machine-readable copy of your personal data to transfer to another service provider and compel us to erase your personal data

If you wish to exercise your rights, please contact [richard.young@yarrowheights.com](mailto:richard.young@yarrowheights.com).

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

In addition to the above, please note that you have the right to make a complaint at any time to the Information Commissioner's Office if you are concerned about the way in which we are handling your personal data.

## **8 Contact**

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You can contact the YHS in relation to data protection and this privacy notice by emailing [richard.young@yarrowheights.com](mailto:richard.young@yarrowheights.com).

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