

Candidates Data Privacy Notice

Where individuals make an application for employment, The Sir John Brunner Foundation (the Foundation) will need to collect and process certain information. This notice outlines how the Foundation will handle your personal information.

Why do we collect personal information?

Your information is collected and reviewed in order to assess your suitability for employment and contact you should you be invited to take part in selection processes.

We also collect special categories of information for the purposes of equal opportunities monitoring.

Who has access to data?

Personnel staff as well as the managers responsible for the recruitment will access your data.

What personal information does the organisation collect?

We collect and process the information you provide as part of your application, name and contact details; education and career history, skills and experience; information about your background; names of referees; equal opportunities monitoring information, notes about candidates from the selection process as well as information about successful candidate's background, abilities and health will also be collected.

How is this collected?

Most of the information is provided by you via the application form. Additional information may be obtained in the form of references from your named referees, background check from the Disclosure and Barring Service and health clearance from our Occupational Health Service Provider.

Where do we store data and for how long?

Your data will be stored in paper format, securely in the Personnel department files. Unsuccessful candidate's paperwork will be destroyed after 12 months. Appointed candidates will be provided with additional information as their records will be stored for longer.

What rights do you have?

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the stated purposes of processing
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing. The College will only use "legitimate interests" as grounds for processing in a very few situations.

If you would like to exercise any of these rights, please contact the data protection officer.

What if I am not happy with how the College handles my concerns?

If you believe that Sir John Deane's has not complied with your data protection rights, you can complain to the Information Commissioner.

Who is the Data controller?

The Sir John Brunner Foundation.

Who is the Data Protection Officer and how do I contact them?

The following have responsibility for Data Protection within the Foundation:

The Sir John Brunner Foundation – Kathryn McBurnie - McBurnie_K.sjbf@sjd.ac.uk

The County High School Leftwich – Rosie Hay - rhay@leftwichhigh.com

Middlewich High School – Laura Platt/Debbie Carter lplatt@mhs.school/dcarter@mhs.school

Sir John Deane's College – Laura Lawson - dataprotection@sjd.ac.uk