



# Finchley Catholic High School

## Recruitment Privacy Notice

As part of your application to join Finchley Catholic High School we will gather and use information about you (personal data). This will include data that we obtain both from you directly and from other people and organisations. We might also need to continue to hold an individual's personal data for a maximum of six months after the recruitment process, even if unsuccessful. Anything that we do with an individual's personal data is known as processing. This document sets out what personal data we will gather and hold about job applicants, why we process that data, who we share this information with, and your rights in relation to your personal data we process.

During your application process we may collect, hold, share and otherwise use the following information about you

### **Up to and including shortlisting stage:**

- your name and contact details (i.e. address, home and mobile phone numbers, email address);
- details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests;
- your racial or ethnic origin, disability, gender, religious or similar beliefs for equal opportunities' monitoring purposes. However, this information will be anonymised.
- information regarding your criminal record;
- details of your referees;
- whether you are related to any member of our workforce; and
- details of any support or assistance you may need to assist you at the interview because of a disability.

### **Following shortlisting stage, and prior to making a final decision:**

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers; \*
- confirmation of your academic and professional qualifications (including seeing a copy of certificates); \*
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity; \*
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration

information; \*

- medical check to indicate fitness to work; \*
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list); \*
- if you are a teacher, we will check the National College of Teaching and Leadership (“NCTL”) Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (\*) above to us to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with an offer of employment.

If you are employed by us, information we collect will be included on our Single Central Record.

We will not share information gathered during your application process with third parties.

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you; and
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching if relevant

We have carefully considered and analysed the impact of this notice on equality and the possible implications for applicants with protected characteristics, as part of our commitment to meet the Public Sector Equality Duty (PSED) requirement to have due regard to the need to eliminate discrimination, advance equality of opportunity and foster good relations.

If there are any concerns about how we are using personal data please contact our Data Protection Officer, Sue Murphy, in the first instance: [smurphy@finchleycatholic.org.uk](mailto:smurphy@finchleycatholic.org.uk)

However, an individual can contact the Information Commissioner’s Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>

*Finchley Catholic High School is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.*