

This privacy notice is in relation to the Local Authority recruitment process.

What kind of information does Ealing Council have about me

We would need to collect and process personal information for applicants such as name, address, eligibility to work in the UK, national insurance number, education & training, job history, memberships, referees, disclosure & barring information and special category information such as ethnicity and disability (optional).

What do you do with information about me?

Applications are stored on our human resources IT system and shared with hiring managers to accept / reject applications at the shortlisting stage of recruitment. Pre employment checks and contracts of employment are stored on our human resources IT system, accessible by human resources and employee managers.

How do I know the information about me is kept safely?

All the information we collect is stored securely on our IT systems and manual filing systems. We have strict procedures for the way this is done. Any and all information about you is treated as confidential and with respect. There are also clear rules and guidance about storing, recording and sharing information which staff receive training on.

We take information sharing very seriously. Appropriate council and health staff are DBS (Disclosure and Barring Service) checked. Any member of staff who is found to be breaking the rules will be dealt with through appropriate disciplinary procedures.

Are the records confidential?

All Ealing Council employees have a duty of care in accordance with our Data Protection policy. This includes respecting that right to confidentiality.

For how long are records held?

Application details are kept for 12 months for unsuccessful candidates and the duration of employment plus 6 years for successful candidates.

Do you need my permission to keep and share information about me?

The legal basis we rely on for processing your personal data is article 6(1)(b) of the GDPR, which relates to processing necessary to perform a contract or to take steps at your

request, before entering a contract. The legal basis we rely on to process any information you provide as part of your application which is special category data, such as health, religious or ethnic information is article 9(2)(b) of the GDPR, which also relates to our obligations in employment and the safeguarding of your fundamental rights and article 9(2)(h) for assessing your work capacity as an employee.

And Schedule 1 part 1(1) and (2)(a) and (b) of the DPA2018 which relates to processing for employment, the assessment of your working capacity and preventative or occupational medicine. We would need your consent if the LA's legal basis for collecting and processing your personal information is consent.

Although your information is confidential, we may have to share information about you/your family without your permission. These reasons are:

- To protect you from harm, neglect, abuse or significant threat
- When you may need urgent medical treatment
- To prevent or detect a crime
- To comply with a legal obligation

Are there any laws applicable in the processing and protection of my information?

There are a number of laws which allow for the protection, collection and processing of your personal information for this purpose, such as:

- Equality Act 2010
- The General Data Protection Regulations and *The Data Protection Bill 2018*
- The Human Rights Act 1998
- Rehabilitation of Offenders Act 1974
- Asylum & Immigration Act 1996

Our purpose for processing this information is to assess your suitability for a role you have applied for.

Can I see the information you have collected about me/my family?

Yes, you can request a copy of the information held. This is called a subject access request under the *Data Protection Bill 2018* and General Data Protection Regulations which contain certain rights of individuals and their personal data. For more information regarding your rights, please see the LA's corporate Privacy Notice at https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement

Who should I contact if I want further information or to complain about the use of my personal information?

Please see the LA's website for more information on how we use your information at https://www.ealing.gov.uk/info/201045/data_protection/1420/privacy_statement

The School's Data Protection Officer is The school Business Manager, whom you can contact on: adminoffice@perivale.ealing.sch.uk or telephone 0208 997 0619 during office hours.