

Privacy Notice – Job Applicants

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service provided?	Recruitment of Sch	ool Staff - /	Applic	cants				
What personal data do we need from you?	Name Address			Date of Birth		incluc	Contact details, including email and phone number	
	National Insurance Number	Employment History, including reason for leaving		Current level of Pay and any Allowances		inforn entitle the U	Pre-employment check information, including entitlement to work in the UK and Criminal Record Checks	
	History of sickness absence from previous	Reference and Referees contact		Qualifications/skills/ Experience, including Secondary School		Break	Breaks in employment history	
	employer (preferred candidates only)	details		Education and Continuing Education and Professional Qualifications		inforn	Personal/Social information publically available on-line	
	Ability to travel	Training & Development History		Close Personal Relationship information		to ena	Disability information to enable us to make reasonable adjustments	
Who will be using your Personal Data?	Who is the <u>Data Controller</u> ? Who is the Data Controller's		SEAX Trust SBM Services (contracted)					
	Data Protection Officer?							
	Are there any <u>Data</u> Processors?		Yes 🛛		No			
	Who are they?		Members of the School/Trust's HR and Recruitment team including the Headteacher, interviewers, relevant LAC members, the School's DBS provider and relevant local police force (for criminal record checks), the Occupational Health provider (ECC) and Legal Services contracted by the Trust.					
What will it be	The Purpose(s):		Recruitment					
used for and what gives us the right to ask for it and use it?	The <u>Legal Condition(</u> s):		 Under Contract Employment, Social Security 					
Who else might we share your data with?			The Trust's HR/Legal provider, the SEAX Trust's CEO/Trustees					
Will your data be stored in or accessible from <u>countries with no UK-equivalent</u> Privacy Law protections?				NO				











Recruitment Toolkit/KS/Aug22/Company No: 07747149



(marked if applicable): Restrict □ Portable □ Object ⊠ Automate □ As you are giving us your data directly: This is the reason why we are allowed to ask for it and use it: This is what could happen if you refused to let us use your data for this purpose: Contract Law Eligibility to work in the UK Keeping Children Safe in Education (as updated). As you are not giving your data directly to us: This is what could happen if you refused to let us use your data for this purpose: Unable to process application/continue with recruitment process As you are not giving your data directly to us: This is a source of personal data: Yes No ⊠ These are the categories of personal data being given to Sais Cemographics, e.g. name, address, date of birth, contacts, references from previous employers, employment suitability/safeguarding checks, prohibition, information available publically on-line, right to work and qualifications checks Visit the following websites for more information about Privacy Law, our obligations and your Rights: The ICO Guide to the General Data Protection Regulations 2019 The General Data Protection Officer by the following means: SBM Services.co.uk Phone Number 10206 671103 Info@sbmservices.co.uk Phone Number 10206 671103 Info@sbmservices.co.uk Information Commissioner's Office.									· · · · · · · · · · · · · · · · · · ·	
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