

# CALDER HOUSE SCHOOL

Thickwood Lane, Colerne, Near Chippenham, Wiltshire, SN14 8BN

## Privacy Notice: Prospective Members of Staff

Calder House recognises its responsibilities under the General Data Protection Regulation (GDPR) effective from 25/5/18. In line with these responsibilities we have produced this Privacy Notice for Prospective Members of Staff – that is to say people applying to work at the school either on a contractual or voluntary basis.

The purpose of this notice is to clearly explain the following:

1. who we are;
2. what personal information we will ask you for;
3. why we need this personal information and what we will use it for;
4. the legal basis for holding this personal information;
5. who we will share this personal information with;
6. how long we will keep this personal information for.

1) Calder House School is an independent school specially organised to teach children with Specific Learning Difficulties. It is owned by Calder House Ltd. The school's Headteacher has overall responsibility for the way in which Calder House collects, processes and stores data. The Headteacher fulfils the role of both Data Controller and Data Protection Officer as these roles are described within GDPR.

2) As a prospective member of staff applying for a position at Calder House, we will gather the following personal data about you:

a) your contact details, details of your professional qualifications and a personal statement describing why you are applying for the position. During the application process the members of the interviewing panel will make and record notes and observations on your suitability for the role.

b) two professional references; DBS clearance; a Child Protection declaration relating to the members of your immediate household; your Passport and NI number

c) your image – all visitors to Calder House are filmed as a matter of course by the school's CCTV system.

d) your medical information – we will ask you for this towards the end of the recruitment process to ensure that we are aware of any medical conditions you may have and can take action to accommodate these.

Calder House recognises that the personal data we collect will be of a sensitive nature and that information relating to medical conditions, criminal convictions and Child Protection will fall under the classification of Special Category Data.

3) We collect personal information from Prospective Members of Staff for the following reasons:

a) to help us determine the suitability of an applicant – whether they have the necessary skills and experience – to successfully carry out the responsibilities of the role for which they are applying.

b) To ensure we meet our legal obligations with regard to Child Protection and employment legislation.

4) The legal basis on which we hold the data described in 2a and 2c (above) is set out in Article 6 (1) (f) of the GDPR which allows the processing of data on the grounds of a legitimate interest. The legal basis on which we hold the data described in 2b and 2d (above) is set out in Article 6 (1) (c) of the GDPR which allows the processing of data on the grounds of legal obligation. The legal basis on which we hold Special Category Data relating to an applicant's medical history is set out in Article 9 (2) (h) of the GDPR which allows for the processing of Special Category Data in order to conduct an assessment of the working capacity of an employee. The legal basis on which we hold Special Category Data relating to an applicant's criminal record and suitability to work with children is set out in Article 9 (2) (b) of the GDPR which allows for the processing of Special Category Data on the grounds of legal obligation.



5) We will not pass the personal information we obtain from you as a Prospective Members of Staff on to a third party unless you ask us to do so.

6) In the event that your enquiry does not lead to the offer of a position at Calder House, we will securely destroy all the personal information we have obtained from you within 6 months of our final contact with you. If you would like us to erase this information immediately, please contact us (using one of the email addresses provided below) and we will arrange to do so upon receipt of your request. In the event that your application leads to the offer of a place at the school the personal information we have gathered will become part of the personal information we hold on our members of staff – please refer to the Privacy Notice on Members of Staff for more information about how this data is processed and stored.

Calder House has a duty of care towards everyone whose personal data is collected, used and stored by the school. This includes advising you of your rights in relation to your personal data. These are as follows:

1. The right to be informed
2. The right of access
3. The right to rectification
4. The right to erase
5. The right to restrict processing
6. The right to data portability
7. The right to object\*
8. Rights in relation to automated decision making and profiling: on the basis that Calder House does not engage in these activities this do not apply.

\*if you think there is a problem with the way in which Calder House is handling your personal information you have the right to complain to Information Commissioners Office

Calder House aims to be both secure and transparent in the way in which is processes data. We also wish to be helpful. If you require additional information on any of the points raised above please contact the Headteacher of Calder House School ([head@calderhouseschool.co.uk](mailto:head@calderhouseschool.co.uk)) or the Managing Director of Calder House Ltd ([jasonpage@calderhouseschool.co.uk](mailto:jasonpage@calderhouseschool.co.uk)).

This Privacy Notice was last reviewed and updated on 4 April 2018.

