

HANFORD

Personal data collection notice for applicants

Data Controller: Hanford School (“Hanford”)

Data Protection Contact: The Bursar

Telephone: 01258 860219

Email: bursar@hanfordschool.co.uk

Hanford may collect and process data about its job applicants, such as the name of the employee, their address, contact details, previous roles, proof of identity and such other personal data as is required in connection with the administration of Hanford in relation to such persons (“**Personal Data**”). This data will be held and processed by Hanford (and any third party to whom it may delegate certain administrative functions) in accordance with applicable Data Protection Legislation and regulatory requirements. It will be stored on Hanford or other third-party processor's computer systems and will be retained for as long as is necessary in order to administer the position of such person in relation to Hanford and for any period thereafter which is required in order for Hanford to comply with its reporting obligations.

What information does Hanford collect?

For job applicants, Hanford collects and processes a range of information about you:

- your name, address and contact details, including email address and telephone number, date of birth, age and gender;
- any emergency contact details you have provided;
- the draft terms and conditions of your prospective employment;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers;
- information about your remuneration paid by previous or existing employers, including entitlement to benefits such as pensions;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependants and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information required to process and conduct criminal record and screening checks;
- references from previous employers;
- information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted;
- records and recordings of meetings held with you in person, by telephone or videoconference including interviews with you; and
- information about medical or health conditions, including whether or not you have a disability for which Hanford needs to make reasonable adjustments.

Hanford may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes; obtained from your passport or other identity documents such as your driving licence, from forms completed by you prior to your employment (such as benefit nomination forms or appraisals), from correspondence with you or through interviews, meetings or other assessments.

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In some cases, Hanford may collect personal data about you from third parties, such as, references supplied by former employers, information from employment background check providers, information from credit reference agencies and information from criminal records checks permitted by law.

Data will be stored in a range of different places, including in personnel files, in Hanford's HR management systems and in other IT systems (including Hanford's email system).

Why does Hanford process applicant personal data?

Hanford needs to process data to assess whether it should enter into an employment contract with you. For example, it needs to process your data to provide you with an employment contract.

In some cases, Hanford needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check an applicant's entitlement to work in the UK and to deduct tax, to comply with health and safety laws.

In other cases, Hanford has a legitimate interest in processing personal data before the employment relationship. Processing applicant data allows Hanford to:

- run recruitment and promotion processes;
- maintain accurate and up-to-date contact details;
- obtain occupational health advice, to ensure that it complies with duties in relation to individuals with disabilities, to meet its obligations under health and safety law, and to ensure that Hanford plans to pay relevant applicants the pay or other benefits to which they are entitled;
- ensure effective general HR and business administration; and
- respond to and defend against legal claims.

Some special categories of personal data, such as information about health or medical conditions, is processed to carry out employment law obligations (such as those in relation to applicants with disabilities).

Who has access to data?

Your information may be shared internally, including with governors, the bursar, your prospective line manager, prospective managers in the area in which you may work and IT staff if access to the data is necessary for performance of their roles.

Hanford shares your data with third parties in order to obtain pre-employment references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service. In those circumstances the data will be subject to confidentiality arrangements.

Hanford may share your data with third parties that process data on its behalf, in connection with payroll, HR outsourced services, the provision of benefits and the provision of occupational health services.

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How does Hanford protect data?

Hanford takes the security of your data seriously. Hanford has internal policies and controls in place to try to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where Hanford engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical to ensure the security of data.

For how long does Hanford keep data?

Hanford will hold your personal data for the duration of your employment, if you are employed. If you are unsuccessful, Hanford will hold your personal data for 8 months to defend any legal claims. To summarise, after your employment we will retain:

- those details necessary to respond to employment enquiries for 7 years (references and disciplinary information);
- data required by HMRC will be held for 7 years from the end of the tax year;
- recruitment data for 8 months; and
- absence related data for 3 years.

Your rights

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

- access and obtain a copy of your data on request;
- require Hanford to change incorrect or incomplete data;
- require Hanford to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Hanford is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Bursar. If you believe that Hanford has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

Certain information, such as your contact details, your right to work in the UK and payment details, have to be provided to enable Hanford to enter a contract of employment with you. If you do not provide the requested information, it may hinder Hanford's ability to administer the rights and obligations arising as a result of the employment relationship efficiently.

LEGISLATION

For the purpose of this data collection notice, any reference to "Data Protection Legislation" shall mean any law applicable from time to time relating to the processing of personal data and/or privacy, as in force at the date of this Agreement or as re-enacted, applied, amended, superseded, repealed or consolidated, including without limitation, the UK Data Protection Act 1998, the General Data Protection Regulation (EU) 2016/679, and the Privacy and Electronic

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Communications (EC Directive) Regulations 2003, in each case including any legally binding regulations, direction and orders issued from time to time under or in connection with any such law.