



ST ALOYSIUS' COLLEGE

St Aloysius' College

Privacy Statement for Prospective Staff

ICO Registration Number: Z7328006

This document provides you with information about how we are handling, or are intending to handle, your personal information.

We are committed to protecting and respecting your privacy and complying with the principles of the General Data Protection Regulations (GDPR). This notice sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Who We Are

St Aloysius' College (The College) is a company limited by guarantee (SC405951) registered in Scotland. We are a Jesuit school and a charity registered in Scotland (SC042545). Our registered office is 45 Hill Street, Glasgow, G3 6RJ. But, for the purposes of this Privacy Policy, it's just easier if we refer to ourselves as "we" or "The College".

Collection of personal data

The College may collect and/or create or otherwise obtain and process the following data about you:

- Information about you that you provide by filling in forms or contacting us (e.g. through email, letter, phone);
- Information about you that the College generates in performing its duties (e.g. notes from an interview);
- Information from third parties where you consent to those third parties sharing information they hold on you with us, and/or where those third parties lawfully share your information with us (e.g. criminal records check (PVG), previous employers).

Uses made of your information and the basis of processing

We will use your personal information to allow the smooth running of the application process. The school will therefore have what is called a "legitimate interest" for processing basic personal data.

The College will not use any of the personal information we collect from you to make automated decisions.

The College expects that the following uses will fall within its “legitimate interests”:

- To support the smooth running of the application process (e.g. contact details, qualifications and experience);
- For security purposes if you visit the school, including CCTV in accordance with the school’s CCTV policy;
- To carry out or cooperate with any school or external complaints, disciplinary or investigation process; and
- Where otherwise reasonably necessary for the school's purposes, including to obtain appropriate professional advice and insurance for the school.

In addition, the school will on occasion need to process **special category personal data** in accordance with rights or duties imposed on it by law, including as regards safeguarding, or by explicit consent where required. These reasons will include:

- To provide adequate safeguarding checks in establishing the suitability of potential staff (PVG).
- To ensure appropriate staff are placed in reserved occupations (e.g. Catholic teachers of RE).

Information security

The College will take all steps reasonably necessary including policies, procedures and security features to ensure that your data is treated securely and protected from unauthorised and unlawful access and/or use, and in accordance with this notice.

Data sharing

We do not generally envisage sharing the personal data of job applicants with anyone outside the College.

Applications for some senior posts may involve a panel member who is a governor or senior member of staff at another school. In this case, data sharing will involve an interview pack which will be used on the day(s) of selection and not removed from the premises.

International transfer of personal data

We do not envisage transferring your personal data to anyone who is located outside of the European Economic Area.

Data retention period

We will hold information about you in our data systems only for as long as we need it for the purpose for which we collected it, which is as follows:

- Data relating to the recruitment process of staff who do not take up a post will be retained for 1 year in case a similar post becomes available in that time;
- Data relating to the recruitment process of staff who do take up a post will be added to their personnel file and governed by a new privacy policy at that point.

These can all be modified by any other legal obligation the school finds itself under.

The data subject's rights

Under the GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you.

You can read more about these rights here – <https://ico.org.uk/for-the-public/is-my-information-being-handled-correctly/>

Changes to our privacy policy

Any changes we may make to our Privacy Notice in the future will be posted on our website.

How to contact us

If you wish to contact us about your personal data or exercise any of the rights described above please contact the Data Compliance Lead.

Telephone: 0141 332 3190

Email: data@staloysius.org

Mail: St Aloysius' College, 45 Hill Street, Glasgow G3 6RJ

Policy Owner: Data Compliance Lead, James Cluckie

Version 1 Policy Updated: May 2018

Policy Reviewed by Lawyers: May 2018

Policy Reviewed by Audit Risk and Governance Committee: May 2018

This policy will be annually reviewed by: Data Compliance Lead