Westcliff High School
for Boys

Westcliff collects data and information about you so that we can run effectively as a school and comply with our duties and obligations under legislation. This Fair Processing Notice explains what data we process, why we process it, our legal basis, how long we keep it and your rights.

We will always make sure that your information is protected and treated securely. Any information that we process will be held in accordance with the UK General Data Protection Regulation (GDPR), the Data Protection Act 2018.

Our contact details

Westcliff High School for Boys
Company number: 07347930
Registered address: Kenilworth Gardens, Westcliff-On-Sea, Essex, SS0 0BP
Phone: 01702 475443
Email: office@whsb.essex.sch.uk

Our Data Protection Officer is **Judicium Consulting Limited** and they can be contacted at **dataservices@judicium.com**

What data do we process?

In order to employ you, we are required to process the following personal data:

1. Proof of your identity, including a copy of your birth certificate and passport (if any), as evidence of the right to work in the UK (name, date of birth, nationality, passport number);
2. Name, address and date of birth;
3. Documentary evidence of any relevant qualifications;
4. A copy of each reference obtained for you;
5. Either—
    (a) where the certificate is required for the position, an enhanced criminal record certificate; or
    (b) for all other positions, a criminal record certificate.
6. Details of any criminal offences—

(a) of which you have been convicted, including details of any convictions which are spent within the meaning of section 1 of the Rehabilitation of Offenders Act 1974(4) and which may be disclosed by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975(5); or

(b) in respect of which you have been cautioned by a constable and which, at the time the caution was given, you admitted it.

We collect information about our prospective employees when they apply for employment with us and we process it on an on-going basis.

We only process references, ID and qualifications for the successful candidate.

Why do we need to process personal data on our prospective employees?

We need to process personal data about our prospective employees in order to assess your suitability as a candidate and to fulfil our legal obligations.

Action	**Legal basis**
Your submission of your application and your data	Consent
We will then process the data in your application and the data collected on you during the recruitment process in order to assess your suitability for the position.	Legitimate interest
Right to work checks	Legal obligation
Criminal record checks	Consent
We hold your CV and all data collected during the recruitment process for six months in the unlikely event of any employment tribunal claims; and All personal data is stored securely on servers and in the cloud.	Legitimate interest

Information in order to make reasonable adjustments for you to attend an interview	Legal obligation
Contacting your referees	Legitimate interest
Viewing your LinkedIn account. We do not view other social media accounts.	Legitimate interest
Data revealing health, race, religious beliefs, political views, trade union membership, sex life or sexuality if required for an Equality and Diversity survey	Substantial public interest
Sharing information with the police or other authorities, such as the Home Office	Legal obligation
Sharing data with our advisors or insurers	Legitimate interest and the processing is necessary for the establishment, exercise or defence of legal claims
Capturing your image on CCTV	Legitimate interest

In the case of any disputes, we will process the following personal data because we have a ***legitimate interest*** *and* all personal data will be shared, as required, with our legal advisors and our insurers

How long do we hold the personal data of our employees?
We hold all records of an unsuccessful prospective employee for six months in the unlikely event of any employment tribunal claims.

If you are successful, your application will become part of your employee file.

Who do we share prospective employee data with?
We share data, where required, with:

- Government agencies for criminal record and right to work checks;
- Our insurance providers;
- Our legal advisors;
- Our software and cloud service providers.

Retention periods

Please see our Retention Policy.
CCTV images will be held for 28 days and then deleted unless the footage is required to be retained.

Do we transfer your personal data outside of the UK?

We do not transfer your personal data outside of the UK.

What are your privacy rights?

Under the UK General Data Protection Regulation (GDPR), data subjects have rights about their personal data:

The right to be informed	Provide data subjects with information about the processing activities being conducted.
The right to request access	Provide data subjects with confirmation that their personal data is being processed and access to the personal data, subject to exemptions.
The right to recertification	data subjects have the right to request to have inaccurate or incomplete personal data corrected
The right to erasure	Data subjects have the right to request to have their personal data erased
The right to restrict processing	Data subjects have the right to request to the restriction of the processing of their personal data
The right to data portability	Data subjects have the right to request a move of their personal data between organisations
The right to object	Data subjects have the right to object to how their personal data is being processed
Rights relating to automated decision making and profiling	Data subjects have the right to not be subject to an automated or profiling decisions

For more information about your Data Subject Rights, please refer to the ICO website – https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulations-gdpr/individual-rights/

You also have the right to lodge a complaint with the ICO regarding any aspect of our processing of your personal data. We would appreciate the opportunity to address any issues and request that you contact us in the first instance.

WHSB is registered with the Information Commissioner's Office under number Z2821659.