



St Andrew's

BERKSHIRE

Data Subject: Job Applicants at St Andrew's School

St Andrew's School is part of Bradfield College; Bradfield College is a 'Data Controller' as defined by the Data protection Act 2018. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have responsibilities to you and your personal data, and will only collect and use your data in ways which are compliant with data protection legislation.

Bradfield College is the data controller. Our contact details are:

Bradfield College,
Bradfield
Berkshire
RG7 6AU

For queries related to this notice please contact the Data Manager's office: data@standrewsberkshire.co.uk

When you apply for employment at St Andrew's we retain and process the following data:

- The data contained in your application form

If you are invited for interview we will also process:

- Qualification certificates, work permits and identification documents
- Results of online searches
- Interview notes

We use this data to assess your application and decide whether to offer you an interview or a position as a necessary pre-contractual activity. If we are unable to process this data, we cannot continue with the application process.

Our lawful basis is our legal requirement to keep children safe in education and our legitimate interest.

We may contact your nominated referees and receive references from them which are treated in the same way.

If your application is unsuccessful, we retain this data for 6 months. At the conclusion of this retention period, physical documents containing your personal data will be shredded, and all personal data held electronically will be deleted.

You have the qualified right to request:

Access to and porting of your data;
Rectification or erasure of the data;
Restriction of processing or to object to the processing.

You also have a right to lodge a complaint to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

