

Privacy Notice – Recruitment Monitoring Form

Please be advised that not all of this data is shared with everyone listed. We only share data required for that particular function and only the minimum required.

What is the service being provided?	Recruitment - Equal Opportunities Monitoring							
	Please Note: Data received will be anonymised for monitoring purposes at the point of receipt.							
What personal data do we need from you?	Post Title		Age		Gender		Ethnic Origin	
	Sexual Orientation		Disability		Marital Status			
Who will be using your Personal Data?	Who is the Data Controller ?				Thomas Willingale School & Nursery			
	Who is the Data Controller's Data Protection Officer ?				Jennie Rowan			
	Are there any Data Processors ?				Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>
	Who are they?				Members of the Recruitment team and Governors			
What will it be used for and what gives us the right to ask for it and use it?	The Purpose (s):				For Equal Opportunities Monitoring Purposes			
	The Legal Condition (s):				<ul style="list-style-type: none"> Required by Essex Maintained Schools to meet Public Sector Duty (as part of the Equality Act). Avoiding discrimination and promoting equal opportunities in recruitment The Equality Act 2010 			
Who else might we share your data with?					Trustees and Governors			
Will your data be stored in or accessible from countries with no UK-equivalent Privacy Law protections?					NO			
How long will your data be kept?	When will it stop being used?				1 month - when data is transferred to data sheet, destroy Recruitment Monitoring Forms			
	How long after this will it be deleted?				On completion of monitoring, but no later than 3 months from when data is analysed by Governors/Trustees, then destroy Data Sheets.			
Our use of the data will be subject to your legal rights (marked if applicable):	Inform	<input checked="" type="checkbox"/>	Access	<input checked="" type="checkbox"/>	Rectify	<input checked="" type="checkbox"/>	Erase	<input checked="" type="checkbox"/>
	Restrict	<input type="checkbox"/>	Portable	<input type="checkbox"/>	Object	<input checked="" type="checkbox"/>	Automate	<input type="checkbox"/>
As you are giving us your data directly:	This is the reason why we are allowed to ask for it and use it:				The Equality Act 2010			
	This is what could happen if you refused to let us use your data for this purpose:				Unable to monitor data for equal opportunities monitoring purposes			
As you are not giving your data directly to us:	This is who is giving us your personal data:				Applicant			
	This is a source of personal				Yes	<input type="checkbox"/>	No	<input checked="" type="checkbox"/>

	data open to anyone			
	These are the categories of personal data being given to us	Post Title, Age, Gender, Ethnic Origin, Sexual Orientation, Disability, Marital Status		
Visit the following links for more information about Privacy Law, our obligations and your Rights:				
The ICO Guide to the UK General Data Protection Regulation The Data Protection Act 2018				
If you have concerns over the way we are asking for or using your personal data, please raise the matter with our Data Protection Officer by the following means:				
Postal Address	Thomas Willingale School & Nursery, The Broadway, Loughton IG10 3SR			
Email	JennieRowan31@gmail.com			
Phone Number	02085087287			
If you still have concerns following our response you have the right to raise the matter with the Information Commissioner's Office:				
Postal Address	Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF			
Online Form	https://ico.org.uk/concerns/handling/			
Phone Number	0303 123 1113			

Reviewed: Summer 2025

Next review date: Summer 2027