

Park Community School Privacy Notice for Job Applicants

This Privacy Statement is published by Park Community School.

By submitting your application or your CV, you acknowledge having read and understood this Privacy Statement. If you do not wish your information to be used as follows, please do not submit your application or your CV.

This Privacy Statement sets out:

- which personal data we gather in the course of the application and recruiting process;
- how we use your personal data;
- who has access to your personal data;
- how long we keep your personal data;
- how you can access and modify the personal data we collect about you;
- how we secure your personal data;
- how you can submit questions and remarks.

Which personal data do we collect?

This Privacy Statement relates to all personal data that we receive from you and that we collect and process about you in the context of your application and the resulting recruitment process.

These personal data include: identification and contact details, personal characteristics (such as gender and date of birth), education and work experience (including results, certificates, degrees, references), job preferences, financial data (e.g. current and desired salary), all data in your CV and cover letter, all publicly available data from your LinkedIn profile and other social media or public websites, and all other personal data you have provided to us orally or in writing in the context of your application.

How do we use your personal data?

Your personal data will be used in the context of your application and recruitment process, including for:

1. evaluating your skills, qualifications and interests against our career opportunities;
2. checking your data, your references and/or conducting background checks (where applicable);
3. communication concerning the recruitment process and your application;
4. implementing improvements to the organisations' application and recruitment process
5. The processing for the purposes 1, 2 and 3 described above are necessary for a potential employment contract and the processing for purpose 4 is based on the legitimate interest of the organisation to improve its processes on the basis of your application and recruitment procedure.

Who has access to your personal data?

Your personal data can be shared with [Company name] and if needed with other affiliates of [company name]. Within these entities, the following staff members have access to your data:

- staff members of the HR department;



- recruiting manager;
- senior management

In certain cases, technical staff members may have access to your personal data, but only insofar this is necessary to ensure the proper functioning of our technical systems.

The organisation may make use of external service providers or third parties for any of the purposes described above (e.g. recruitment websites or agencies conducting background checks). In such case, access to your personal data will be limited to the purposes described in this Privacy Statement, and in accordance with the requirements of the applicable data protection legislation.

How long do we retain your personal data?

If your application is not successful, we will retain your personal data for a maximum period of 6 months unless we have your explicit consent to hold it for longer.

If your application is successful, your personal data obtained in the context of the application and recruitment procedure will be included your personnel file. You will then be informed separately of how the organisation processes personal data of personnel.

