



Privacy notice for prospective employees

Queen Elizabeth's School, Gurugram is a 'data controller'. This means that we are responsible for deciding how we hold and use personal information about you. You are being given this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise and for how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation (GDPR) and local data protection laws.

Data protection principles

We will comply with data protection laws and principles, which means that your data will be:

- Used lawfully, fairly and transparently.
- Collected only for valid purposes that we have clearly explained to you and not used in any way which is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and up-to-date.
- Kept only for as long as is necessary for the purposes we have stated.
- Kept securely.

The information we hold about you

In connection with your application to work with us, we will collect, store and use the following categories of personal information about you (where applicable):

- The information you provided to us in your CV and covering letter.
- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, nationality, passport, visa, employment history, qualifications, hobbies and interests as well as personal statement.
- Any information you provide to us during an interview.
- The results of any tests or exercises.

We may also collect, store and use the following types of more sensitive personal information:

- Information about your race or ethnicity, religious beliefs and political opinions.
- Information about your health, including any medical conditions, health and sickness records.
- Information about criminal convictions and offences.

Why we process this data

Under the GDPR, a data controller should only collect your personal data if it has a valid purpose for doing so that falls into one of the prescribed categories set out in the GDPR. The purposes for which we process your data are set out below.

- The School has a legitimate interest to process data for the purpose of managing the recruitment process – assessing your suitability for a role and deciding who to offer the job to. We may also need to process data from job applicants to respond to and defend against legal claims.

- If successful in your application, we also need this data to be able to enter into a contract with you and for the fulfilment of that contract.
- We need to process data to meet our legal obligations, such as conducting checks to confirm your right to work in the country, or for criminal record checks, prior to employment commencing.
- Information about any disabilities you may have is needed to ensure that reasonable adjustments can be made to the recruitment process, as required.
- Where we need to process other special categories of data, such as information about ethnic origin, or disability, this is for equal opportunities monitoring purposes as permitted by Data Protection laws. This information will be kept separate from your application.

How is your personal information collected?

We collect personal information about applicants from a range of sources, including but not limited to the following:

- You, the applicant.
- Recruitment agencies.
- Disclosure and Barring Service and other Police Clearance and criminal background check authorities in countries you have worked with to gather information on any criminal convictions.
- Your named referees.
- Data from third parties from publicly accessible source.

Sharing your data

We may share your data where necessary with third parties, including third-party service providers such as recruitment consultants or advisors working with Queen Elizabeth's School Gurugram.

We require third parties to respect the security of your data and to treat it in accordance with the law.

Your data rights

As a data subject, you have a number of rights under the data protection law. Subject to statutory limitations, you can:

- Access and obtain a copy of your data on request.
- Require us to change incorrect or incomplete data.
- Require us to delete or stop processing your data.
- Object to the processing of your data where we are relying on its legitimate interests.
- Ask us to transfer your data to another organisation.
- Raise a complaint with a supervising authority.

What if you do not supply personal data

You are under no statutory or contractual obligation to provide data during the recruitment process. However, if you do not provide the information, we may not be able to process your application.

Any queries about this privacy notice or complaints about the processing of your personal data can be sent to dpo@qegurugram.com