



BURSARSEARCH PRIVACY POLICY

What is the purpose of this document?

BursarSearch is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. This privacy policy applies to candidates applying through us for work as a bursar in one or more of the schools we work with or you are a representative of a school which is engaging our services to recruit a bursar. It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the General Data Protection Regulation ((EU) 2016/679) ("GDPR").

Data protection principles

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

Used lawfully, fairly and in a transparent way.

Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

Relevant to the purposes we have told you about and limited only to those purposes.

Accurate and kept up to date.

Kept only as long as necessary for the purposes we have told you about.

Kept securely.

The kind of information we hold about you

In connection with your application for work with us or your engagement of our services, we will collect, store, and use the following categories of personal information about you:

The information you have provided to us in your curriculum vitae 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, employment history, qualifications and membership of professional organisations.

Any information you provide to us during an interview.

Any information you provide to us in connection with the vacancy you are looking to fill.

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

Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions.

Information about your health, including any medical condition, health and sickness records.

Information about criminal convictions and offences.

How is your personal information collected?

We collect personal information about candidates from the following sources:

You, the candidate.

Disclosure and Barring Service in respect of criminal convictions.

Your named referees, from whom we collect the following categories of data: name, title, employment history, qualifications.

The following data from third parties is from a publicly accessible source:

- Any information contained in your current employer's website.
- Any public information in your own, or your current employer's, social media accounts (for example, LinkedIn, Facebook or Twitter).

We collect personal information about school representatives from the following sources:

You, the school representative.

The following data from third parties is from a publicly accessible source:

- Any information contained in your school's website.
- Any public information in the school's social media accounts (for example, LinkedIn, Facebook or Twitter).

How we will use information about you

We will use the personal information we collect about you to:

Assess your skills, qualifications, and suitability for the role.

Carry out background and reference checks, where applicable.

Communicate with you about the recruitment process.

Keep records related to our recruitment processes.

Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to put you (the candidate) forward for the position of bursar in a school using our services since it would be beneficial to our business to put forward appropriate candidates for the role.

We also need to process your personal information as a representative of your school to decide whether to enter into a contract with your school to provide our services.

Having received your CV and covering letter and/or your application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to put you forward to the school for the role. If we decide to put you forward for the role, we will then take up references and carry out criminal record and before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a credit check or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

How we use particularly sensitive personal information

We will use your particularly sensitive personal information in the following ways:

We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview.

We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

Information about criminal convictions

We envisage that we will process information about criminal convictions.

We are required to carry out a criminal records check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role. In particular the role of bursar in a school is one which is listed on the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (*SI 1975/1023*) and is also specified in the Police Act 1997 (Criminal Records) Regulations (*SI 2002/233*) so is eligible for an enhanced check from the Disclosure and Barring Service.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

Automated decision-making

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

Data sharing

Why might you share my personal information with third parties?

As a candidate, we will only share your personal information with the following third parties for the purposes of processing your application: the school at which you wish to apply for a bursar vacancy and the Disclosure and Barring Service. All our third-party service providers and schools which use our services are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

Data security

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

Data retention

How long will you use my information for?

We will retain your personal information for a period of six months after we have communicated to you our decision about whether to put you forward for a role if you are a candidate. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. If you are a school representative, we will retain your personal information for three months after your vacancy has been filled or you have told us you no longer require our services. After this period, we will securely destroy your personal information in accordance with applicable laws and regulations.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Rights of access, correction, erasure, and restriction

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object

where we are processing your personal information for direct marketing purposes.

Request the restriction of processing of your personal information.

This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact David Williams in writing.

Right to withdraw consent

When you applied for this role or signed up to use our services to fill your vacancy, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact David Williams. Once we have received notification that you have withdrawn your consent, we will no longer process your application or will terminate the provision of our services and, subject to our retention policy, we will dispose of your personal data securely. If you are acting on behalf of a school, you should be aware of any fees which may be payable in the event of terminating our contract.