

# Harris Hill Independent Schools – Privacy Notice

## 1. Who we are

Harris Hill Independent Schools is part of Harris Hill Ltd, a recruitment consultancy specialising in independent education, charity and not-for-profit appointments. We act as a **data controller** when processing personal data in the course of providing recruitment, work-finding and employment-related services.

If you have any questions about this Privacy Notice or how we use your personal data, please contact our Data Protection Officer:

**Aled Morris – [gdpr@harrishill.co.uk](mailto:gdpr@harrishill.co.uk)**

## 2. How this notice applies to you

This Privacy Notice applies to different people in different ways. Please refer to the section most relevant to you:

- **Candidates for permanent roles** – section 3a
- **Temporary / interim workers** – section 3b
- **Employees and internal staff** – section 3c
- **Clients, contacts and suppliers** – section 3d

## 3. What personal data we collect

### 3a. Candidates for permanent roles

We may collect:

- Name and contact details
- CVs, career history and qualifications
- Location information (e.g. postcode)
- Right to work and sponsorship information (high level only)
- Information about reasonable adjustments (if disclosed)
- Information about unspent criminal convictions, where lawful

We collect this information only where relevant and proportionate to the stage of the recruitment process.

### 3b. Temporary and interim workers

Where you are likely to be engaged on an assignment, we may also collect:

- Date of birth
- Address details
- National Insurance number

- Payroll and payment details
- Right to work documentation (at offer or engagement stage)
- Emergency contact details

This information is required to meet legal, payroll and compliance obligations.

### 3c. Employees and internal staff

For employees and internal staff, we may collect:

- Contact and identification details
- Employment records, contracts and performance information
- Payroll, pension and benefits information
- Absence, wellbeing and health information (where necessary)
- Training and disciplinary records
- IT and systems usage data, where monitoring is in place

Most employee data is processed because it is necessary for employment contracts or legal obligations.

### 3d. Clients, contacts and suppliers

We may collect:

- Business contact details
- Role-related information
- Contractual and billing information
- Communications and correspondence

### 3e. Equal opportunities monitoring data

We may invite candidates and workers to provide equal opportunities information, such as data relating to ethnicity, gender, disability, age, religion or sexual orientation.

Providing this information is **voluntary**. Where collected, it is:

- processed **separately** from recruitment decisions,
- **anonymised**, and
- used only for **monitoring, reporting and improving equality and diversity** within our recruitment practices.

This information is not used to make decisions about individuals.

## 4. How we use personal data

We use personal data to:

- Provide recruitment and work-finding services
- Assess suitability for roles or assignments

- Share relevant information with clients (with your knowledge)
- Administer temporary assignments and payroll
- Meet legal and regulatory obligations
- Make reasonable adjustments where required
- Maintain business records and communications

We do not make automated decisions about individuals.

## 5. Legal bases for processing

We process personal data using one or more of the following lawful bases:

- **Legitimate interests** – to provide recruitment and business services
- **Performance of a contract** – where we employ or engage you
- **Legal obligation** – including employment, tax and immigration law
- **Consent** – where we specifically ask for it (e.g. marketing communications)

Where consent is relied upon, it can be withdrawn at any time.

## 6. Data sharing

We may share personal data with:

- Clients, where you are being considered for a specific role or assignment
- Trusted third-party service providers (such as IT systems, payroll providers, background checking services and professional advisers)
- Regulators, insurers or legal authorities where required

We only share data where necessary and require third parties to process it securely and lawfully.

## 7. Data security

We use appropriate technical and organisational measures to protect personal data against unauthorised access, loss or misuse. Access is restricted to authorised staff.

## 8. Data retention

We retain personal data only for as long as necessary:

- Data is retained for up to six years unless longer retention is required for legal or business purposes.
- Data may be anonymised for reporting and analysis

## 9. Your rights

You have the right to:

- Access your personal data

- Request correction or deletion
- Restrict or object to processing
- Request data portability
- Withdraw consent (where applicable)

### **Updates to this notice**

We may update this Privacy Notice from time to time. The most recent version will always be available on our website.