

Personal Information Protection Statement

The Council respects your privacy rights and is committed to ensuring that it protects your details and other information about you available to the Council (“your information”).

The Council will use your information to: make informed decisions in connection with your potential or current employment; meet its statutory obligations; prevent and detect fraud; conduct surveys and research; and carry out equal opportunities monitoring.

The Council will disclose your information to the school that your application relates to.

The Council may also share your information (but only to the extent it is strictly necessary to do the above and only where it is lawful to do so) with other educational recruitment agencies, departments within the Council, central government departments, law enforcement agencies, statutory and judicial bodies, community services providers and contractors that process data on its behalf. The Council may obtain information about you from third parties (including referees).

The Council may also share your information with other LAs in the South London Group (SLG) on or after 15 June 2010 for jobs starting in September of the same year. SLG members are, London Borough of Richmond upon Thames, Bexley, Bromley, Croydon, Kingston upon Thames, Merton, Sutton Greenwich, Lambeth, Lewisham, Southwark and Wandsworth.

The Council may also use and disclose information that does not identify individuals for research and strategic development purposes.

You have a right to see your information (subject to certain exceptions). If you have any requests concerning your information or any queries with regard to the Council’s processing please contact Human Resources on 020 8891 7281.

Please contact schoolworkforce@richmond.gov.uk if your details change so your information can be updated.