



St. Lawrence College
The British School in Greece

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Data Privacy Policy

for

Job Applicants

Issued: September 2018

To be reviewed: September 2019



St. Lawrence College

The British School in Greece

At St. Lawrence College, Athens Greece, we collect and process personal data relating to job applicants as part of our recruitment process. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This policy sets out the basis on which we collect, use and disclose the personal data of our job applicants, as well as your rights in respect of such personal data.

Your choice and consent

Providing your application data is voluntary. However, if you decline to submit requested candidate data, our ability to consider you as a candidate may be limited.

By submitting your application data, you

- declare that you have read, understood and accepted this Privacy Policy;
- are granting your consent to the holding and processing of your data in accordance with this policy;
- are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that incorrect statements could lead to your application being rejected;
- are authorising St. Lawrence to verify statements contained in this application and to make any necessary reference checks.

St. Lawrence reserves the right to modify this privacy policy by posting changes to the careers page on our website (<https://www.slc.gr/career-opportunities>). If you submit your data following the effective date of a modified privacy policy, your information will be handled in accordance with the one in effect at that time. We recommend that you check the privacy policy on our website each time you send St. Lawrence an application or additional candidate data.



What information we collect and process about you?

We collect a range of information about you. This includes:

- Your name, date of birth and nationality, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Current salary details;
- Information about your entitlement to work in Greece;
- Names and contact details for references. Please note that it is your responsibility to obtain consent from your references prior to providing us personal information about them;
- Details of your criminal record;

Why do we process personal data?

We have a legitimate interest in processing data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

In some cases, your data will be processed in order to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in Greece before employment starts.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes any members of staff involved in the recruitment process who are fully aware of the data protection rules and who will handle your personal information with respect.



We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you.

For how long does St. Lawrence keep data?

If your application for employment is unsuccessful, we will hold your data on file for a maximum period of twelve (12) months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your employee file and retained during your employment.

Your rights

You may exercise the following rights in relation to your candidate data:

- The right to be informed. This privacy policy gives you transparency on how St. Lawrence processes and handles your personal data. If you have any questions, please do not hesitate to contact us.
- The right of access. You are allowed anytime to access your personal data so that you are aware of and can verify the lawfulness of the processing. Information will be provided without delay and at the latest within one month of receipt.
- The right to rectification. You are entitled to have personal data rectified if it is inaccurate or incomplete.
- The right to erasure. You can request the deletion or removal of your personal data where there is no compelling reason for its continued processing.

If you wish to exercise any of the rights explained above, please contact Jenny Katrakou, Data Protection Officer at dpo@slc.gr.

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