

# Privacy Notice for Job Applicants



Version	Date	Author	Comments
1	June 22	A Drugan	
2	June 23	A Drugan	Updated DPO contact information
3	June 24	A Drugan	Reviewed but no change
4	Sep 25	A Drugan	Reviewed and added individual responsibilities

<b>Date Approved:</b>	Sep 25
<b>Approved By:</b>	Headteacher
<b>Statutory Policy:</b>	No
<b>Review Cycle:</b>	Annually

## Job Applicants' Privacy Notice

As part of any recruitment process, the school collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### Who We Are

Under Data Protection legislation, the school is a data controller.

The contact details for the school are as follows:

The Headteacher  
Westgate C.P. School  
Brooklands Close  
Hospital Road  
Bury St Edmunds  
Suffolk IP33 3JX

Tel: 01284 755988

Email: [head@westgatecp.co.uk](mailto:head@westgatecp.co.uk)

### Our Data Protection Officer

Data Protection Service Lead

Schools' Choice

2 Friars Bridge Road, Ipswich, IP1 1RR

Tel: 01473 944579

Email: [data.protection@schoolschoice.co.uk](mailto:data.protection@schoolschoice.co.uk)

## **What Information Does the School Collect?**

The school collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process; and
- information about your entitlement to work in the UK
- We do **not** collect biometric data.

The school may collect this information in a variety of ways. For example, data might be contained in application forms or CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The school may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## **Why Does the School Process Personal Data?**

The school needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the school needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The school has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.

The school may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The school processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, the school is obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the school may keep your personal data on file in case there are future employment opportunities for which you may be suited. The school will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

## **Who Has Access to Data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

In keeping in line with keeping children safe in education guidance, the school will obtain references from your former employers prior to interview. If your application for employment is successful and it makes you an offer of employment, the school will then share your data with employment background check providers

to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Where we transfer personal data to a country or territory outside the United Kingdom, we will do so in accordance with data protection law.

### **How Does the School Protect Data?**

The school takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

### **For How Long Does the School Keep Data?**

If your application for employment is unsuccessful, the school will hold your data on file for 6 months after the end of the relevant recruitment process. If you agree to allow the school to keep your personal data on file, the school will hold your data on file for a further 6 months for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **Individual Responsibilities**

Individuals are responsible for helping the school keep their personal data up to date. Individuals should let the school know if data provided to the school changes, for example if an individual moves house.

Individuals may have access to the personal data of other individuals in the course of their recruitment and/or subsequent employment. Where this is the case, the school relies on individuals to help meet its data protection obligations.

- Individuals who have access to personal data are required:
- to access only data that they have authority to access and only for authorised purposes;
- not to disclose data except to individuals (whether inside or outside the school) who have appropriate authorisation.

### **Your Rights**

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the school to change incorrect or incomplete data;
- require the school to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the school is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Headteacher or School Business Manager.

If you have a concern about the way we are collecting or using your personal data, we ask that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

### **What If You Do Not Provide Personal Data?**

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

Recruitment decisions are not based solely on automated decision-making.

### **Further information**

If you would like to discuss anything in this privacy notice, please contact:

The Headteacher  
Westgate C.P. School  
Brooklands Close  
Hospital Road  
Bury St Edmunds  
Suffolk IP33 3JX

Tel: 01284 755988

Email: [head@westgatecp.co.uk](mailto:head@westgatecp.co.uk)