



# **Amington Heath Primary School**

## **Privacy Notice for Job Applicants**

### **Introduction**

Amington Heath Primary School is committed to protecting the privacy and security of your personal information.

This privacy notice explains how we collect, use, store and share personal information about individuals applying for employment with the school.

We collect and process personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **Who We Are**

Amington Heath Primary School is the data controller for the personal information we process about job applicants.

If you have any questions about this privacy notice or how we handle your personal information, please contact the school office.

### **What Information We Collect**

As part of the recruitment process, we may collect and process the following information:

- Name, address and contact details
- Date of birth
- National Insurance number
- Employment history
- Qualifications, professional memberships and training records
- Information provided in application forms, CVs and covering letters
- References from previous employers
- Information relating to safeguarding and suitability to work with children
- Disclosure and Barring Service (DBS) information where appropriate
- Right to work documentation
- Equal opportunities monitoring information
- Interview notes and assessment records

### **How We Collect Information**

We collect information from:

- Application forms
- CVs and covering letters

- References
- Recruitment agencies where applicable
- Disclosure and Barring Service checks
- Documents provided by applicants
- Information obtained during interviews and selection activities

Applications may be submitted through recruitment platforms such as WM Jobs or the Department for Education Teaching Vacancies service, as well as directly to the school.

### **Why We Use Your Information**

We process personal information to:

- Assess suitability for a role
- Shortlist candidates
- Arrange and conduct interviews
- Verify qualifications and employment history
- Obtain references
- Carry out safeguarding checks
- Confirm identity and right to work in the UK
- Meet our legal and regulatory obligations
- Make fair and informed recruitment decisions
- Establish and defend legal claims where necessary

### **Lawful Basis for Processing**

We process applicant information under the following lawful bases:

#### **Article 6 UK GDPR**

- Processing is necessary for taking steps at the request of a data subject prior to entering into a contract.
- Processing is necessary for compliance with a legal obligation.
- Processing is necessary for the legitimate interests of the school in recruiting suitable staff.

#### **Article 9 UK GDPR**

Where special category information is processed, such as health or equality monitoring information, processing will be carried out in accordance with relevant legal requirements and safeguards.

### **Who We Share Information With**

We may share information with:

- Previous employers and referees
- Disclosure and Barring Service (DBS)
- Occupational health providers where applicable
- Local authorities and regulatory bodies where required by law
- Recruitment providers used to advertise vacancies

Information will only be shared where it is lawful and necessary to do so.

## **Safeguarding**

As a school, we have a legal duty to safeguard and promote the welfare of children.

Applicants for roles involving contact with children may be required to undergo enhanced safeguarding checks, including DBS checks, verification of employment history and other pre-employment screening processes.

## **How Long We Keep Information**

For unsuccessful applicants, recruitment records will normally be retained for **six months** following completion of the recruitment process before being securely destroyed.

For successful applicants, relevant recruitment information will be transferred to the employee personnel record and retained in accordance with the school's retention schedule.

## **Your Rights**

Under data protection legislation, you have the right to:

- Be informed about how your information is used
- Request access to your personal information
- Request correction of inaccurate information
- Request erasure of information in certain circumstances
- Request restriction of processing
- Object to processing in certain circumstances
- Lodge a complaint with the Information Commissioner's Office (ICO)

Not all rights apply in every circumstance.

## **Further Information**

If you have any concerns about how your personal information is being handled, please contact the school in the first instance.

You also have the right to complain to the Information Commissioner's Office (ICO):

### **Information Commissioner's Office**

Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

Website: [www.ico.org.uk](http://www.ico.org.uk)

## **Review**

This privacy notice will be reviewed periodically and updated where necessary to reflect changes in legislation or school practice.

**Review frequency:** Every three years or sooner if required.