



## Privacy Notice for Job Applicants

This privacy notice explains how and why the School collects and uses your personal information during the recruitment process. It also explains your data protection rights.

The School is the data controller under data protection law, including the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and the Data Use and Access Act 2025 (DUAA).

### What personal data we collect?

The School process data relating to those who apply to work at our School. The personal data that we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Personal information (such as name, address, date of birth, marital status and gender etc)
- Contact details and preferences
- Identity documents to verify your right to work in the UK (e.g., Passport and/or Driving License.
- Enhanced Disclosure and Barring Service certificate status (where relevant)
- Application related information, such as forms, references, work history, qualification details, training records and professional memberships.
- CCTV images (if captured on School premises during your visit).
- Photographs

Special Category Data:

- Race or ethnic origin, religious or philosophical beliefs, sexual orientation, and political opinions.
- Disability status, health conditions, and access requirements.

### Why we use your data

The purpose of processing this data is to:

- Assess your skills, qualifications and suitability for the role.
- Facilitate safe recruitment, as part of our safeguarding obligations.
- Manage emergency evacuation procedures, including identifying individuals on site.
- Monitor equality and diversity.
- Make reasonable adjustments or access arrangements where required.
- Administer the recruitment process fairly and efficiently.

### Use of Artificial Intelligence (AI)

The School may use AI tools to assist with recruitment and selection processes. Examples include

anonymising application data to reduce bias, matching qualifications and skills to job requirements, and supporting shortlisting by highlighting relevant experience. Any use of AI is overseen by staff, and all recruitment decisions are made by humans. AI does not make final hiring decisions.

Where AI processes personal data, we will ensure that it is necessary, lawful, and proportionate, and that appropriate safeguards are in place. If AI is used in a way that significantly affects you, you will be informed and have the right to request human review of the decision. Further information is available in our Recruitment Policy.

## **Our lawful basis for using your data**

We only collect and use your personal data when the law allows us to. The most common lawful bases include:

- Legal obligation - e.g. to carry out right-to-work checks and safeguarding procedures
- Public task – processing is necessary to perform our official functions as a maintained school
- Legitimate interests – where we use personal data (e.g. CCTV images or photographs) in ways that are reasonable and have minimal privacy impact.

We may also process your personal data under:

- Consent – e.g. if you voluntarily provide information not required for recruitment
- Vital interests – e.g. for health or emergency situations.

Special category data (e.g. health or ethnicity) is processed under Article 9 of the UK GDPR and Schedule 1 of the Data Protection Act 2018, usually for employment and safeguarding purposes.

In most cases, you must provide the personal data we request. Where providing information is optional or based on your consent, we will make this clear at the time of collection.

## **How long is your data stored for?**

We retain job applicant information in line with our Records Retention and Deletion Policy, which follows the Information and Records Management Society (IRMS) Toolkit for Schools. If your application is unsuccessful, your data is typically kept for 6 months, unless a longer period is required by law or regulatory guidance.

## **Who we share your data with?**

The School does not share information about you with anyone without consent unless the law and policies allow the School to do so.

Where it is legally required, or necessary (and it complies with data protection law) the School may share personal information about you with:

- The local authority – e.g. for senior leadership recruitment (where legally required)
- External suppliers – e.g. HR providers, recruitment systems or platforms
- Professional advisers – e.g. legal or HR consultants
- Recruitment agencies – where applicable

## International transfers

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

## Your Rights

Under data protection law, you have the following rights:

- To access your personal data (known as a Subject Access Request)
- To correct inaccurate or incomplete data
- To request erasure ('right to be forgotten') in certain circumstances
- To restrict or object to processing in certain circumstances
- To withdraw your consent (where applicable)
- To object to decisions made by automated means (we do not use automated decision-making)
- To be informed about how your data is used
- To complain to the Information Commissioner

You can exercise these rights under the UK GDPR, DPA and DUAA 2025.

**Please note:** Employment references are provided in confidence and are generally exempt from disclosure under data protection law and will not normally be shared in response to a subject access request.

If you make a subject access request, and we hold information about you we will:

- ◇ Describe the data we hold
- ◇ Explain why we process it and how long we keep it
- ◇ Tell you where we got it from
- ◇ Tell you who it's shared with
- ◇ Explain any automated decision-making (not applicable here)
- ◇ Provide a copy in an accessible format (unless exemptions apply)

## Contact Us

If you have any questions or concerns about how we use your data, or you wish to exercise your rights please contact our Data Protection Officer at [info@dpenterprise.co.uk](mailto:info@dpenterprise.co.uk)

For further details about how we manage personal data, please refer to our Data Protection Policy, which is available on our website or on request.

## Complaints

If you have concerns about how we collect or use your personal information, please contact our Data Protection Officer.

You also have the right to make a complaint to the Information Commissioner. This includes concerns about your rights under the Data Use and Access Act 2025.



Report a [concern online](#)



[casework@ico.org.uk](mailto:casework@ico.org.uk)



0303 123 1113



Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire,  
SK9 5AF

*We may update this privacy notice from time to time. The most current version will be available on our website. We may also notify you directly of significant changes. so we recommend that you revisit this information. We may also notify you in other ways from time to time about the processing of your personal information. This version was last updated in September 2025.*