

Recruitment Privacy Notice

Policy Statement

This document sets out what data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us. Information that we hold in relation to individuals is known as “personal data” and anything that we do with an individual’s personal data is known as “processing”.

What categories of information are processed?

The categories of personal information that we process include the following:

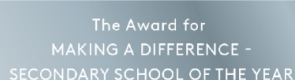
Category	Examples of data
Personal information	<ul style="list-style-type: none"> • Name, • Contact details (i.e. address, home and mobile phone numbers, email address), • National Insurance Number.
Characteristics information	<ul style="list-style-type: none"> • Gender, • Age, • Nationality, • Ethnicity, • Sexual orientation, • Religious or similar beliefs, • Equal opportunities’ monitoring data.
Qualifications and, where relevant, the subjects taught	<ul style="list-style-type: none"> • Details of qualifications, training, experience, duties, • Employment history (including job titles, salary, relevant dates and working hours), • Membership of professional bodies and interests, • Confirmation of your academic and professional qualifications (including seeing a copy of certificates)*;
Recruitment information	<ul style="list-style-type: none"> • Documentation relating to employment checks, • Information regarding your criminal record, • Details of your referees,

	<ul style="list-style-type: none"> ● References, ● Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers*, ● Information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity*, ● Immigration status and information from related documents, such as your passport or other identification and immigration information*, ● We will check the Teacher Regulation Agency (part of the Department of Education) about your teacher status, whether you are subject to a prohibition from teaching order ● Any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions)*;
Medical	<ul style="list-style-type: none"> ● Details of any support or assistance you may need to assist you at the interview, ● Medical check survey to indicate fitness to work; **
Other relevant information	<ul style="list-style-type: none"> ● Whether you are related to any member of our workforce; and ● a copy of your driving licence (or other appropriate documentation as listed on the Home Office list).

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked (*) above to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

**Reasonable adjustments to enable you to undertake the duties required of the role.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be available to you.



Why do we collect and use this information?

We collect and use your information for the following reasons:

- to assess your suitability for the role you are applying for;
- to take steps to enter into a contract with you;
- to check that you are eligible to work in the United Kingdom or that you are not prohibited from teaching;
- so that we are able to monitor applications for posts in the school to ensure that we are fulfilling our obligations under the public sector equality duty under the Equality Act 2010;
- to inform the development of recruitment and retention policies;
- to facilitate safer recruitment;
- to review our recruitment performance.

How do we collect your information?

We collect your personal information via the following methods:

- Application forms;
- Questionnaires;
- Your referees (details of whom you will have provided);
- Your education provider;
- Any relevant professional body;
- The Disclosure and Barring Service (DBS);
- Teacher Regulation Agency;
- the Home Office.

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

How long will we hold information in relation to your application?

We will hold information relating to your application only for as long as necessary. If you are successful, then how long we need to hold on to any information will depend on the type of information. For further detail please see our Data Retention Policy.

If you are unsuccessful we will hold your personal data only for **six months**, after which time it is securely deleted.



Who will we share information with about your application?

We will not share information gathered during your application process with third parties, other than professional advisors such as legal, HR advisors or Ofsted.

Why do we share your information?

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

We share information about prospective employees with Ofsted to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights in relation to your personal data?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you;
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing;
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics;
- Have your personal data rectified if it is inaccurate or incomplete;
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you;
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we have about you, please contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)

Please also refer to our Data Protection Policy for further details on making requests for access to personal data. Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data;
- Have inaccurate or incomplete personal data about them rectified;
- Restrict processing of their personal data;
- Object to the making of decisions about them taken by automated means;
- Have your data transferred to another organisation;
- Claim compensation for damage caused by a breach of their data protection rights.



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If an individual wants to exercise any of these rights then they should contact our nominated Data Protection Officer: Mr A. Hart (dpo@alperton.brent.sch.uk)

The law does not oblige the school to comply with all requests. If the school does not intend to comply with the request, then the individual will be notified of the reasons why in writing.

Concerns and more information

If an individual has any concerns about how we are using their personal data, then we ask that they contact our Data Protection Officer in the first instance.

An individual can contact the Information Commissioner's Office should they consider this to be necessary, at <https://ico.org.uk/concerns/>.

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer.

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated in March 2026.

