

Privacy notice – how the school uses referees' information

What categories of information are processed?

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

- Personal information – e.g. name, contact details and address
- Information relating to your job role – e.g. company/institution name, job title and responsibilities
- Assessment of a prospective employee's character – e.g. how long you have known them and, where appropriate, their performance
- Your relationship to the applicant – e.g. former employer, relative or other

This list is not exhaustive – to access the current list of categories of information the school processes, please see the Data Asset Register, which can be found on the school's server and is accessible by request to the DPO.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To facilitate safer recruitment
- To review our recruitment performance

Under the UK GDPR, the legal basis/bases we rely on for processing personal information for general purposes are:

- For the purpose of recruitment in accordance with the lawful basis of legal basis

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- Employment

How do we collect your information?

We collect your personal information via the following methods:

- Reference Pro-forma
- Questionnaires

The collection of data via referees is essential for the school's operational use and to achieve safer recruitment. The information you provide us with is requested on a voluntary basis. The information we collect from you is kept to a minimum in order to avoid overly burdensome reference checks and to respect your privacy. 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 this is optional.

How do we store your information?

We create and maintain a file for each reference received. The information contained in this file is kept secure and is only used for purposes directly relevant to ensuring that a reference is satisfactory.

Your personal information is retained and disposed of in line with the school's Records Retention and Destruction Policy, which can be found on the schools website.

For more information about how we securely store your information, please see the school's RPA Cyber Response Plan, which is available upon request

Who do we share your information with?

Data obtained via a reference form will only be shared with those who are involved in the recruitment process. The school will not share data with anyone who has no reason to access it, including the person for whom the reference is for.

We may share your information with:

- Ofsted if requested

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.

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

What are your rights?

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

- Request access to the information we hold about you.
- Ask to correct any incomplete or inaccurate data.
- Withdraw your consent to process your personal data at any time.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Complain to the ICO.

If you want to request access to the personal information we have about you, please contact Mrs Anna Allen on 01234740202.

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can contact the ICO at <https://ico.org.uk/concerns/>.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you can let us know by contacting the schools DPO Mrs Anna Allen on 01234740202.

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 on 19/05/2025.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Anna Allen DPO on 01234740202.

If you require further information about how we store and use personal data, please visit our website, www.hcschool.org.uk, or download our Data Protection Policy and Records Retention and Destruction Policy.

Declaration

I, _____, declare that I understand:

- The categories of my personal information that the school collects and uses.
- The school has a lawful basis for collecting and using my personal information.
- The school may share my information with the organisations stated above.
- The school does not share information about me with anyone without my consent, unless the law and the school's policies allow them to do so.
- My information is retained in line with the school's Records Retention and Destruction Policy.
- My rights to the processing of my personal information.

Name: _____

Signature: _____

Date: _____

For school use only

Date privacy notice last updated: _____