

Privacy notice for prospective employees

Privacy notice – how the school uses prospective employees' 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, National Insurance number
- Characteristics information – e.g. gender, age, ethnicity
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references

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 inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance

Under the UK General Data Protection Regulation (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 Obligation

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:

- Application forms
- Questionnaires

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.

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

We routinely share your information with:

- Ofsted
- Authorised Referees named by you

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.

Sharing with Ofsted

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?

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 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 also 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.

Where the school processes data on the basis of consent, you have the right to withdraw your consent at any time. To withdraw your consent, you can contact Mrs Anna Allen on 01234740202. You are not required to provide a reason for withdrawing consent.

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 Summer 2025.

How can you find out more information?

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

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, www.hcschool.org.uk, the Gov.UK website (<https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data>), or download our Data Protection Policy and Records Retention and Destruction Policy found on our school website detailed above.

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 stated organisations.
- 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:
