



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 for the personal information described in this notice. Where the local authority processes personal information for its own statutory employment responsibilities, it may act as a separate data controller.

What personal data we collect?

The School processes 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 and gender etc)
- Contact details and preferences
- Identity documents to verify your right to work in the UK (e.g., passport and/or driving licence)
- 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.
- Interview notes and scores
- Assessment or test results
- Salary information and employment preferences
- Correspondence relating to the application
- Information obtained through online searches of publicly available information where this forms part of the School's safer recruitment due diligence
- Information about referees
- Criminal-record information
- Immigration/right to work information
- Information about relationships with existing employees where relevant to conflicts of interest
- CCTV images (if captured on School premises during your visit).
- Photographs

Special Category Data:

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

The School normally obtains personal data directly from you. We may also obtain information from referees, recruitment agencies, the Disclosure and Barring Service, professional bodies, previous employers, the local authority and publicly available sources, where relevant and lawful.

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 approved AI-assisted tools for limited administrative purposes during recruitment, such as removing identifying information from applications or helping authorised staff organise application information. AI-generated output will not be treated as determinative and will be meaningfully reviewed by an authorised member of staff. The School does not make recruitment decisions based solely on automated processing that produces legal or similarly significant effects.

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
- Contract – processing is necessary to take steps at your request before entering into an employment contract.

Where the school process special category data, the school normally relies on Article 9(2)(b) of the UK GDPR because processing is necessary for obligations and rights relating to employment, social security and social protection law. The School may also rely on Article 9(2)(g), substantial public interest, together with an applicable condition in Schedule 1 of the Data Protection Act 2018, including equality of opportunity or treatment and safeguarding.

Where permitted or required for the role, the School processes information relating to criminal convictions and offences, including information obtained through DBS checks. The School processes this information under Article 10 of the UK GDPR and the relevant conditions in Schedule 1 of the Data Protection Act 2018 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 you are unsuccessful, we will normally retain your recruitment records for six months after the recruitment process ends. Where there is a justified reason, such as an ongoing complaint or legal claim, information may be retained for longer. If you are appointed, relevant recruitment information will be transferred to your personnel file and retained in accordance with our Records Retention and Deletion Policy.

Who we share your data with

The School only shares your personal data where it is necessary and lawful 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
- External suppliers – e.g. HR, payroll, IT, hosting and recruitment-platform providers
- Professional advisers – e.g. legal or HR consultants
- DBS and identity/right-to-work checking services
- Referees and previous employers
- Professional regulators
- Occupational health providers, ordinarily after a conditional offer
- Law-enforcement bodies, courts or regulators where required

International transfers

Where personal data is transferred outside the United Kingdom, we will ensure that the transfer is permitted under UK data protection law. This may include reliance on UK adequacy regulations or the use of approved contractual safeguards.

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 obtain safeguards in relation to significant decisions made solely by automated means, where applicable, including the ability to make representations, obtain human intervention and challenge a decision.
- To be informed about how your data is used
- To complain to the Information Commissioner

Please note: Confidential employment references may be exempt from disclosure under data protection law and will be considered on a case-by-case basis when responding to a subject access request.

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 dpo@robertclack.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 have handled your personal data, please contact the School or our Data Protection Officer. We will acknowledge your complaint within one month and will investigate and respond without undue delay.

You also have the right to complain to the Information Commissioner's Office if you remain dissatisfied.



Report a [concern online](#)



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 the School's website. We may notify applicants directly where we make a significant change to how their personal information is processed.