



Privacy Notice for Job Applicants

1. Purpose of this Notice

Under data protection law, individuals have a right to be informed about how the school uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Notice explains how we collect and use personal data relating to individuals applying for employment with us both during and after the recruitment process. We are committed to ensuring that your privacy is protected and that we comply with the [UK General Data Protection Regulation \(UK GDPR\)](#), the [Data Protection Act 2018](#), and the [Data Use & Access Act 2025](#), henceforth collectively known as 'data protection legislation'.

Successful candidates should refer to our Privacy Notice for staff *[insert link]* for information about how we handle their personal data once the recruitment process is complete.

We will comply with the data protection principles when gathering and using personal information as set out in our Data Protection Policy [download.asp](#) and are committed to protecting the privacy and security of our employees' personal information.

2. Data Controller

As a public authority, we are a 'data controller' which means that we are responsible for deciding how we hold and use personal information about you.

Bickleigh Down CE (Aided) Primary School is known as the 'Data Controller' for data protection legislation purposes and is registered with the Information Commissioner's Office (ICO) **Z7325638**.

3. What data we collect

We may collect and process the following categories of personal data:

- Your name, our name, address, and contact details
- Date of birth, gender and nationality
- Employment history, qualifications and education
- References and referee contact details
- Information provided in your application form, CV or covering letter
- Interview notes and assessment results
- Disclosure and Barring Service (DBS) check results
- Right to work documentation
- Information regarding your criminal record as required by law to enable you to work with children
- Equal opportunities monitoring data (e.g. race, ethnicity, religion and disability status) – optional and anonymised.

4. Why we collect this data

We will only process your personal information when the law allows us to do so. The key reasons for processing your data are in order to:

- Process your application and assess your suitability for the role
- Communicate with you during the recruitment process
- Carry out pre-employment checks (e.g. references, DBS checks)
- To facilitate safe recruitment
- Invite you to interview
- Provide you with feedback on your application
- Take steps to enter into a contract with you in the event that your application is successful
- Comply with a legal obligation such as health and safety, equal rights or employment legislation
- Carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take the steps to enter into a contract with you (for example, if incorrect reference information is provided) or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis allowing us to do so.

5. Legal Basis for processing

When processing personal data about our employees, we rely upon the following legal bases, which are set out in [Article 6 of the UK GDPR](#).

- it is necessary for us to comply with a specific legal obligation – e.g. verifying right to work, safeguarding requirements
- it is necessary for the performance of a contract to which the data subject is party, or in order to take steps at the request of the data subject, prior to entering into a contract
- you have provided your consent, such as for equal opportunities monitoring
- Legitimate interests – i.e. ensuring effective recruitment practices

Special Category Data:

When we process particularly sensitive data (defined in data protection legislation as ‘special category’ data), we rely on one or more of the following additional legal bases, as set out in [Article 9 of the UK GDPR](#):

- with your explicit written consent
- where we need to carry out our legal obligations in line with our data protection policy [insert link]
- where it is needed in the public interest, such as for equal opportunities monitoring
- where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- less commonly, we may process this type of information where it is needed in relation to legal claims or where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent.

Other legal bases listed in [Article 9 of the UK GDPR](#) may also apply, depending on the processing required.

Criminal Convictions:

We may only use information relating to criminal convictions where the law allows us to do so. This will usually be where it is necessary to carry out our legal obligations. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally entitled to do so.

Where appropriate, we will collect information about criminal convictions as part of the recruitment process or we may be notified of such information directly by you

6. Who do we share data with and why?

Your data may be shared with:

- internal staff involved in the recruitment process
- governors
- academic or regulatory bodies or authorities (e.g. the teaching agency to validate qualifications/experience)
- HR consultants and professional advisers
- Third party service providers (e.g. DBS check providers)

7. Retention Periods

If your application is unsuccessful, we will retain your data for up to **6 months** after the recruitment process concludes, unless you request otherwise.

If successful, your data will become part of your employment record and retained in accordance with our Employee privacy notice, which is publicly available on our website. Full details on how long we retain personal data for is set out in our Records Retention Schedule available on our website.

8. Security of your Information

We have put in place measures to protect the security of your information (i.e. to prevent it being accidentally disclosed, lost, used or accessed in an unauthorised way). In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know.

Third parties will only process your personal information on our instructions and where they have agreed to treat information confidentially and to keep it secure.

We have put in place procedures to deal with any suspected data security breach and will notify you and the Information Commissioner's Office of a suspected breach where we are legally required to do so.

9. International Transfers

Every effort is taken to try and use third party suppliers within the boundaries of the European Economic Area (EEA) to ensure the data protection rights of individuals. However, there may be occasions where the system supplied by an organisation is outside of the EEA for example the United States. Where personal data is transferred outside the UK or EEA to a country that is not designated as 'adequate' in relation to data protection law, we will ensure the personal data is adequately protected using International Data Transfer Agreements, appropriate security measures, and other appropriate safeguards.

10 Your data protection rights

Your right of access

You have the right to ask us for copies of your personal data. There are some exemptions, which means you may not always receive all the information we process.

Your right to rectification

You have the right to ask us to rectify information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure

You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing

You have the right to ask us to restrict the processing of your information in certain circumstances.

Your right to object to processing

You have the right to object to us processing your information where we consider this is necessary for us to perform a task in the public interest. You can also object to us using your contact details to send you direct marketing or fundraising communications.

Your right to data portability

This only applies to information you have given us. You have the right to ask that we transfer the information you gave us from one organisation to another or give it to you. The right only applies if we are processing information based on your consent or under a contract (or in talks about entering into a contract) and the processing is automated.

Your right to withdraw consent

In circumstances where you may have provided your consent to the collection, processing and transfer of your personal information for a specific purpose, you have the right to withdraw your consent for that specific processing at any time. To withdraw your consent, please contact the Headteacher.

Once we have received your notification that you have withdrawn your consent, we will no longer process your information for the purpose or purposes you originally agreed to unless we have another legitimate basis for doing so in law.

Your right to complain

We work to high standards when it comes to processing your personal information. We hope you will always be happy with the way we handle your information, however if we have not met your expectations, please let us know so we can put things right. To do this, please email the school at admin@bickleighdown.devon.sch.uk. If you remain dissatisfied, you have the right to complain to the Information Commissioner's Office (ICO). The ICO's contact details are available at <https://ico.org.uk/concerns>

You are not required to pay a charge for exercising your rights and we have one calendar month from data of receipt of a valid request to respond to you. For complex requests, this timeframe may be extended by a further two calendar months.

Please email us at admin@bickleighdown.devon.sch.uk if you would like to make a request or complaint or contact the school office on 01752 301837.

Further information about your data protection rights, can be found on the Information Commissioner's Office website at www.ico.org.

11. Further information

If you have any queries about this privacy notice, or the way your personal information is being handled by the school, see our Data Protection Policy [download.asp](#) which is publicly available on our website or contact our Data Protection Officer Jenny Goodall at admin@bickleighdown.devon.sch.uk.

12. Updates to this Notice

We will update this notice periodically. The latest version will always be available on our website or from the school office.

Version Produced	Reviewed by (name and job role):	Date:	Next review date:
V1.0	DPO	2021	When required
V2.0 12 August 2025	DPO	12 August 2025	Summer 2026