



Privacy Notice for Prospective Employees

**December 2023
Review December 2025**

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.

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 defined within our GDPR policy.

How do we collect your information?

We collect your personal information via the following methods:

- Application forms.
- Questionnaires.
- Signed Privacy Notice (annual).

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide to 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 Management Policy.

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 Brett Runchman at brett@exceptional-ideas.co.uk.

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.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the DPO, Brett Runchman, on Brett@exceptional-ideas.co.uk.

Declaration

I, name of potential employee, 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 Management Policy.
- My rights to the processing of my personal information.

Name: _____

Signature: _____

Date: _____

For school use only

Date privacy notice last updated: _____