



Privacy Notice for Job Applicants

Calcot Infants and Junior Schools

1. Document Control

Adopted / Adopted and Adapted / Schools own: **Adopted**

Review period: **Triennial**

Responsible committee: **Finance, Health, Safety and Premises**

Statutory: **Yes**

Required on website: **Yes**

Ratified by committee: **July 2026**

Review due: **July 2029**

Chair of Governors' signature: **Mrs Julia Kidd**

2. Change History

Version	Date	Amendment or No Change
1	2026 Jan	Created
2	2026 July	Amended

3. Website History

Version	Date on website
2	2026 Sept

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1. Introduction

Under UK data protection law, individuals have a right to be informed about how our 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 privacy notice explains how we collect, store and use personal data about **individuals applying for jobs at our school**.

We, Calcot Infants and Junior Schools, Curtis Road, Calcot, Reading RG31 4XG, are the 'data controller' for the purposes of UK data protection law.

This notice applies to all applicants for employment, including permanent, temporary, casual, fixed-term and volunteer-to-employment recruitment. Successful applicants will subsequently be provided with the school's Staff Privacy Notice.

2. The personal data we hold

We will comply with the data protection principles when gathering and using personal information, as set out in our data protection policy.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal information and contact details such as name, title, addresses, date of birth, marital status, phone numbers and personal email addresses;
- Emergency contact information such as names, relationship, phone numbers and email addresses;
- Information collected during the recruitment process that we retain during your employment including proof of identity and right to work in the UK, information entered on the application form, CV, qualifications;
- Details of your employment history including job titles, salary and working hours;
- Information regarding your criminal record as required by law to enable you to work with children;
- Details of your referees and references;

- Information identified through online searches carried out as part of safer recruitment checks in accordance with Keeping Children Safe in Education guidance. These searches are limited to information relevant to assessing a candidate's suitability to work with children.
- Information relating to your use of school information and communication systems, including internet activity, application usage and security monitoring where you attend interviews, assessment activities or recruitment events using school equipment.
- We may also collect, use, store and share (when appropriate) information about you that falls into 'special categories' of more sensitive personal data. This includes, but is not restricted to:
- Information about your health, including any medical conditions, disability information, occupational health information where required, and reasonable adjustment requirements during recruitment.
- Information about criminal convictions and offences.
- Information about disability and access requirements
- Equality monitoring information such as ethnicity, religion, sex or disability where voluntarily provided for monitoring purposes.
- Photographs and CCTV images captured in school

After the shortlisting and interview stage, in order to make a final decision on recruitment, we may collect further information including criminal record information, references, and information regarding qualifications. We may also ask about details of any conduct, grievance or performance issues, appraisals, time and attendance from references provided by you.

Equality monitoring information is collected separately wherever possible and is not normally made available to recruiting managers involved in selection decisions.

We may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

3. Why we use this data

We use the personal information we collect during the recruitment process to:

- administer and manage recruitment and selection processes
- communicate with applicants throughout the recruitment process
- verify identity, qualifications and right to work in the UK
- assess applicants' suitability for employment and safer recruitment purposes
- obtain and verify references and employment history
- carry out online searches where appropriate in accordance with Keeping Children Safe in Education
- comply with safeguarding, employment, equality, immigration and health and safety legislation

- consider any reasonable adjustments required during recruitment
- maintain recruitment records
- comply with our statutory obligations as a maintained school
- establish, exercise or defend legal claims where necessary
- monitor equality of opportunity and recruitment practices where appropriate.

We also collect information to ensure appropriate access arrangements and reasonable adjustments can be made throughout the recruitment process where required.

4. Our Lawful Basis for using this data

We process personal data about job applicants under one or more of the lawful bases set out in Article 6 of the UK General Data Protection Regulation (UK GDPR), depending on the nature of the processing and the stage of the recruitment process.

Contract

Article 6(1)(b) – Contract

Processing is necessary in order to take steps, at your request, before entering into an employment contract with you.

Legal Obligation

Article 6(1)(c) – Legal Obligation

Processing is necessary for us to comply with our legal obligations, including safeguarding, employment, equality, immigration, health and safety and other statutory requirements.

Public Task

Article 6(1)(e) – Public Task

Processing is necessary for the performance of a task carried out in the public interest as part of the school's statutory functions as a maintained school.

Legitimate Interests

Article 6(1)(f) – Legitimate Interests

In limited circumstances, we process personal data where it is necessary for our legitimate interests, provided those interests are not overridden by your rights and freedoms. Examples include maintaining recruitment records, obtaining legal advice, defending legal claims and ensuring the security of school systems.

Consent: Where you have provided your consent for us to process your personal data.

Article 6(1)(a) – Consent

We will rely on consent only where it is appropriate to do so, for example where we ask permission to retain your details for future recruitment opportunities. Where consent is used, you may withdraw it at any time.

We process applicant information for the following purposes:

- facilitate safe recruitment and determine suitability for the role
- verify identity and right to work
- comply with safeguarding legislation
- assess suitability for employment
- arrange interviews and recruitment activities
- communicate with applicants
- maintain recruitment records
- defend legal claims where necessary
- comply with equality legislation.

We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

Some information is required in order for us to consider your application or to comply with our legal obligations. If you do not provide certain information when requested, we may be unable to progress your application or enter into a contract of employment with you.

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 explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent. We will only process your personal information where permitted or required by UK data protection law.

Special category data

Sensitive personal information (as defined under the UK GDPR as “special category data”) require higher levels of protection and further justification for collecting, storing, and using this type of personal information. We may process this data in the following circumstances:

- In limited circumstances, with your explicit written consent;
- Where we need to carry out our legal obligations in line with our data protection policy;
- Where it is needed in the public interest, such as for equal opportunities monitoring (or in relation to our pension scheme);
- 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.
- The data concerned has already been made manifestly public by you

Where we process special category personal data, we will always identify both:

- a lawful basis under Article 6 UK GDPR; and

- an appropriate condition under Article 9 UK GDPR together with any applicable condition under Schedule 1 of the Data Protection Act 2018.

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 able 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 in the course of the recruitment process.

Criminal record checks are only undertaken where permitted by law and appropriate to the role. We will not request criminal conviction information unless it is relevant to the recruitment process and safeguarding requirements.

4.1 Use of your personal data in automated decision-making and profiling

We do not currently process any job applicants' personal data through automated decision-making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

4.2 Use of your personal data for filtering and monitoring purposes

Where applicants use school devices, accounts, networks or information systems during recruitment activities, we may monitor internet activity, application usage, device activity and security alerts where necessary to:

- protect school systems and information
- safeguard children and staff
- comply with legal obligations
- maintain network security
- prevent unauthorised access or misuse.

5. Collecting this data

We will only collect and use your data when the law allows us to (as detailed above in section 4 of this notice). While the majority of information we collect about you is mandatory, there is some information that can be provided voluntarily.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

Most of the data we hold about you will come from you, but we may also hold data about you from:

- Local authorities
- Government departments or agencies

- Police forces, courts or tribunals
- previous employers
- referees
- recruitment agencies
- Disclosure and Barring Service
- Teacher Regulation Agency
- professional regulators
- qualification awarding bodies.

6. How we store this data

Recruitment records are retained only for as long as necessary.

Successful applicants' recruitment records become part of their staff personnel record.

Unsuccessful applicants' records are normally retained for six months after completion of the recruitment process unless there is a legal or operational reason to retain them for longer.

The school follows the Information and Records Management Society (IRMS) Toolkit for Schools and its Records Retention Schedule.

7. Who we share data with

We do not share information about you with any third party without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with UK data protection law), we may share personal information about you with:

- Our local authority, West Berkshire, – to meet our legal obligations to share certain information with it, such as safeguarding concerns
- Suppliers and service providers who provide recruitment, HR, IT, occupational health, legal, safeguarding or payroll services – to enable them to provide the service we have contracted them for, such as HR and recruitment support, and filtering and monitoring IT use
- Professional advisers and consultants
- Employment and recruitment agencies, online recruitment platforms and advertising providers (where used), including TES or similar providers.
- The Department for Education.

We will only share your personal information with the above parties for the purposes of processing your application. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies.

We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes in accordance with our instructions.

7.1 Transferring data internationally

Some recruitment systems or cloud-based service providers may process personal information outside the United Kingdom.

Where this occurs, appropriate safeguards will be implemented in accordance with UK GDPR, including adequacy regulations or approved international transfer mechanisms.

8. Your rights

8.1 How to access personal information that we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you. Requests may be subject to exemptions under data protection legislation where applicable.

If you make a subject access request, and if we do hold information about you, we will (subject to any exemptions that may apply):

- Give you a description of it
- Tell you why we are holding it, how we are processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact us (see 'Contact us' below).

8.2 Your other rights regarding your data

Under UK GDPR you have the right to:

- access your information
- correct inaccurate information
- request deletion in certain circumstances
- restrict processing
- object where applicable
- withdraw consent where consent is relied upon

- complain to the Information Commissioner's Office.

Some rights are not absolute and may be restricted where exemptions under UK GDPR or the Data Protection Act 2018 apply.

We may refuse your information rights request for legitimate reasons, which depend on why we're processing it. Some rights may not apply in these circumstances:

- Your right to have all personal data deleted or destroyed doesn't apply when the lawful basis for processing is legal obligation or public task
- Your right to receive a copy of your personal data, or have your personal data transmitted to another controller, does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests
- Right to object to use of your private data doesn't apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't have the right to object, but you have the right to withdraw consent

See information on types of lawful basis in section 4 of this privacy notice.

To exercise any of these rights, please contact us (see 'Contact us' below).

9. Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concerns about our data processing, please raise this with us in the first instance. You can make a complaint to us at any time by contacting the school office(s) office@c-jun.w-berks.sch.uk or office@c-inf.w-berks.sch.uk

Alternatively, you can make a complaint at any time to the Information Commissioner's Office:

- Report a concern online at <https://ico.org.uk/make-a-complaint/>
- Call 0303 123 1113
- Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact us

If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact our **data protection officer**:

Our data protection officer is: Gerard Strong

Email: gerard@schooldpo.com

However, our **data protection lead** has day-to-day responsibility for data protection issues in our school. If you have any questions or concerns, or would like more information about anything mentioned in this privacy notice, please contact them:

Our Data Protection Lead is: Emma Kirkby
Calcot Infants and Junior Schools
Curtis Road

Calcot
Reading RG31 4XG
Tel: 0118 942 8727

Further information about how the school manages personal information is available in the school's Data Protection Policy, available from the school office or website.

This privacy notice will be reviewed periodically to ensure it remains accurate and reflects changes in legislation, guidance and school practice.