



Newington Community Primary School

Privacy Notice - Applicant

This privacy notice explains how **Newington Community Primary School** handles your personal information during the recruitment and application process. As a school, we are committed to being transparent about how we collect and use your data to meet our data protection obligations, particularly regarding **Safer Recruitment** standards.

1. The Personal Data We Collect

During the recruitment process, we collect a range of information about you, including:

- **Contact Details:** Name, address, email, and telephone number.
- **Application Documents:** Your CV, application form, cover letter, and any portfolios provided.
- **Qualifications:** Details of your education, training, professional memberships, and certifications.
- **Experience:** Employment history, job titles, and references from former employers.
- **Interview Records:** Notes from interviews, results of work-based tests (e.g., lesson observations), or presentation scores.
- **Legal Status:** Information about your right to work in the UK and copies of identity documents.

Special Category Data We may also collect "sensitive" data, which requires a higher level of protection:

- Information about your health or disabilities to make **reasonable adjustments** for the interview.
 - Information about criminal convictions (DBS checks) as part of our **safeguarding** duties.
 - Equal opportunities monitoring information (e.g., ethnicity, religion) which is anonymized and not used for selection.
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2. Why We Process Your Data

We need to process your data to:

- Manage the recruitment process and assess your suitability for the role.
 - Comply with our legal obligation to carry out "safer recruitment" checks.
 - Ensure we are meeting our obligations under the Equality Act 2010.
 - Respond to and defend against legal claims.
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3. The Legal Basis for Processing

We process your information under the following UK GDPR categories:

1. **Contract:** We need to process your data to take steps at your request prior to entering into an employment contract.
 2. **Legal Obligation:** We must verify your identity and your right to work in the UK.
 3. **Public Task:** As a school, we have a duty to ensure that all staff are suitable to work with children (Safeguarding).
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4. How We Collect Data

Data is collected directly from you via your application. However, we also collect data from third parties:

- **References:** From previous employers (usually sought for shortlisted candidates).
 - **The Disclosure and Barring Service (DBS):** To check for criminal records.
 - **Online Searches:** In line with *Keeping Children Safe in Education (KCSIE)*, we may conduct an online search (including social media) for shortlisted candidates to identify any incidents or issues that might affect your suitability to work with children.
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5. Data Sharing

Your information will be shared internally for the recruitment exercise (e.g., HR, the interview panel, and the Headteacher).

We will not share your data with third parties unless your application for employment is successful and we make you an offer. At that stage, we will share data with former employers for references, the DBS, and potentially the local authority for payroll setup.

6. How Long We Keep Your Data

- **Unsuccessful Candidates:** We usually hold your data for **6 months** after the recruitment process has ended. This allows us to respond to any queries or legal challenges. After this, it is securely destroyed.
 - **Successful Candidates:** Your application data will be transferred to your electronic staff file and retained during your employment.
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7. Your Rights

As an applicant, you have the right to:

- Access the data we hold about you.
- Ask us to correct any wrong information.
- Ask us to delete your data if we no longer have a legal reason to keep it.

- Challenge how we are using your data.
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8. Contact Us

If you have any questions, please contact our **Data Protection Officer (DPO)**:

- **Name:** Judy Brace - Chief Finance Officer, Coastal Academies Trust
- **Email:** judybrace@kingethelbert.kent.sch.uk

Important Note: By submitting an application, you acknowledge that you have read this notice. If you fail to provide certain information when requested, we may not be able to process your application successfully.