



Privacy Policy/Notice Job Applicants

Review Body:	Governing Body
Review Period:	2 years
Reviewed:	October 2026
Approved by:	Governing Body
Next Review:	October 2028

Job Applicant Privacy Notice

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, therefore, have an obligation to comply with this right by providing 'privacy 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, Glenbrook Primary School, Clarence Crescent, London, SW4 8LD 0208 674 2387, are the 'data controller' for the purposes of UK data protection law.

The personal data we hold:

We collect the following data:

- Contact details
- Copies of right to work documentation
- References
- Evidence regarding qualifications
- Employment records, including work history, job titles, training records and professional memberships

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 limited to:

- Information relating to race, ethnicity, religious beliefs, sexual orientation, and political opinions
- Information relating to disability and access requirements

We may also collect, use, store, and share (when appropriate) information regarding criminal convictions and offences.

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

Why we use this data

We use the data listed above to:

- Enable us to establish relevant employment experience and qualifications
- Facilitate safe recruitment, as per our safeguarding obligations towards our pupils/students
- Enable equalities monitoring
- Ensure that appropriate access arrangements are provided for candidates that require them

Use of your personal data for marketing purposes

Where you have given us consent to do so, we may send you marketing information by email or text promoting school events, campaigns, charitable causes, or services that may be of interest to you.

You can withdraw consent or 'opt out' of receiving these emails and/or texts at any time by clicking on the 'Unsubscribe' link at the bottom of any such communication, or by contacting us (See 'Contact' below)

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, to explain the processing to you, including your right to object to it.

Our lawful basis for using this data

The lawful bases for processing personal information are:

- In accordance with the 'public task' basis to process data to fulfil our official duties
- in accordance with the 'legal obligation' basis to process data to meet our responsibilities
- In accordance with the 'consent' basis we will get consent from you to use your personal data
- In accordance with the 'vital interests' basis we will use this personal data in a life-or-death situation
- In accordance with the 'contract' basis we need to process personal data to fulfil a contract with you or to help you enter into a contract with us
- In accordance with the 'legitimate interests' basis where there is a minimal privacy impact and we have a compelling reason, including:
 - List your interests here e.g. future positions

Our Basis for Using Special Category Data

The lawful bases for processing 'special category' data collected (more sensitive personal information) use the following conditions for processing as set out in UK data protection law:

- We obtained your explicit consent to use your information in a certain way
- We need to use your information under employment, social security, or social protection law
- We need to protect an individual's vital interests (i.e., protect your life or someone else's life), in situations where you are physically or legally incapable of giving consent
- The information has already been made obviously public by you
- We need to use it to make or defend against legal claims
- We need to use it for reasons of substantial public interest as defined in legislation
- We need to use it for health or social care purposes, and it is used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for public health reasons, and it is used by, or under the direction of, a professional obliged to confidentiality under law
- We need to use it for archiving purposes, scientific or historical research purposes, or for statistical purposes, and the use is in the public interest
- We need to use it as part of legal proceedings, to obtain legal advice, or to make or defend against legal claims
- For criminal offence data, we will only collect and use it when we have both a lawful basis, as set out above, and a condition for processing as set out in UK data protection law.

Conditions include:

- List conditions here e.g. criminal offences or allegations / investigations pending

Collecting this Data

While most of the 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

How we Store this Data

We keep personal information about you during the application process, but we may also keep it for longer if this is necessary. Our record retention schedule which is available on request sets out how long we keep information about applicants.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used, or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it.

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 Lambeth – to meet our legal obligations to share certain information with it, such as any safeguarding concerns
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Employment and recruitment agencies

Transferring Data Internationally

We may share personal information about you with the following international third parties, where different data protection legislation applies:

- Other schools or educational institutions
- Government departments or agencies

- App or cloud server providers
- Security organisations

Where we transfer your personal data to a third-party country or territory, we will do so in accordance with UK data protection law.

In cases where we must set up safeguarding arrangements to complete this transfer, you can get a copy of these arrangements by contacting us. (See 'Contact' below)

Your Rights: 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.

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
- Explain why we are holding and processing it, and how long we are retaining it for
- Tell you where we got it from, if not from you
- Explain to you who it has been, or will be, shared with
- Inform you as to 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' below)

Your Other Rights Regarding your Data

Under UK data protection law, you have certain rights regarding how your personal data is used and kept safe. For example, you have the right to:

- Object to our use of your personal data
- Prevent your data being used to send direct marketing
- Object to and challenge the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected
- In certain circumstances, have the personal data we hold about you deleted or destroyed, or restrict its processing
- Withdraw your consent, where you previously provided it for the collection, processing, and transfer of your personal data for a specific purpose
- In certain circumstances, be notified of a data breach
- Make a complaint to the Information Commissioner's Office
- Claim compensation for damages caused by a breach of the data protection regulations

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 concern about our data processing, please raise this with us in the first instance.

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

<https://ico.org.uk/make-a-complaint/>

Or call on 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

Further information

Contact

If you would like to discuss anything in this privacy notice, In the first instance please contact the School Data Protection Lead below:

[Update table below as per your school's details]

Position	Name	Email	Phone
School Data Protection Lead	Jane Scarsbrook	<u>jscarsbrook@glenbrookprimaryschool.co.uk</u>	020 8674 2387
Data Protection Officer	GDPR Sentry	info@gdprsentry.com	0113 804 2035

Complaints

If you have a complaint, we ask that you raise this with us in the first instance. Under the Data Usage and Access Act 2025, a complaint should be investigated thoroughly by the company first. Should the outcome conclude escalation is required, the Information Commissioners Office will be informed. To raise a complaint, please email: info@gdprsentry.com or call 0113 804 2035.

Should you still wish to contact the ICO, you can do so at <http://ico.org.uk/concerns/> or call 0303 123 1113

Policy update information (policy number GDPR-104)

This policy is reviewed annually and updated in line with data protection legislation.

Policy review information

Review date	Reviewed by
01-08-2023	turn IT on
01-08-2024	turn IT on
01-08-2025	turn IT on

Policy update information

Review date	Revision	Description on change	By
02-05-2023	1.00	Draft release	turn IT on
01-08-2023	1.00	Full release	turn IT on
01-08-2025	1.01	Full release	turn IT on