



Job Applicant Privacy Notice

Common Road Infant & Nursery School

May 2026

This privacy notice details and explains what personal data we will collect, share, store, and use (referred to as “processing” in the data protection legislation).

When applying for a position in school, as an organisation we are the Data Controller. That means we have a statutory responsibility to explain how we collect, manage, use and store information about applicants.

What information do we collect?

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

- Name, address and contact details, including email address and telephone number
Copies of right to work documentation
- References
- Evidence of qualifications
- information about your current role, level of remuneration, including benefit entitlements
- Employment records, including work history, job titles, training records and professional memberships

We may also request and 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 race, ethnicity, religious beliefs, sexual orientation and political opinions
- Whether or not you have a disability for which the school needs to make reasonable adjustments during the recruitment process
- Photographs and CCTV images captured in school
- Criminal convictions and offences
- Data about you that we have received from other organisations such as other schools, local authorities and the Disclosure and Barring Service in respect of criminal offence data.
- Section 128 direction checks (where applicable)
- Prohibition from teaching checks (where applicable)
- Interview notes and assessment



Every school has statutory obligations that are set out in 'Keeping Children Safe in Education' and other guidance and regulations.

Why we collect and use workforce information

We use job applicants' data to:

- a. enable us to confirm relevant experience and qualifications
- b. facilitate Safer Recruitment in accordance with our safeguarding obligations towards pupils
- c. enable us to monitor equalities to ensure access requirements can be met for candidates that need them.
- d. Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are:

Article 6 (1) (c). processing is necessary for compliance with a legal obligation to which the controller is subject." and 6 (1) (e) - processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller"

In addition, concerning any special category data we rely on Article 9:

- Article 9 (2) (a) the data subject has given explicit consent to the processing of those personal data for one or more specified purposes,
- 9 (2) (c) To protect the vital interests of the individual;
- 9 (2) (f) in the event of legal claims or judicial acts,
- 9 (2) (i) As required for purpose of public health (with a basis in law)
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We do not currently process any job applicants' data through automated decision-making or profiling. Should this change in the future we will amend the privacy notice to include the rationale and your right to object to it.

Storing job applicants' information

We hold job applicants' data securely for the set amount of time shown in our data retention schedule. We have adopted the Information and Records Management Society (IRMS) recommendations as our data retention schedule.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to information about you that we hold. To make a request for your personal information, contact Claire Asprey, School Business Manager, Email: c.asprey@commonroad.wakefield.sch.uk

You also have the right to:

- to ask us for access to information about you that we hold



- to have your personal data rectified if it is inaccurate or incomplete
- to request the deletion or removal of personal data where there is no compelling reason for its continued processing
- to restrict our processing of your personal data (i.e., permitting its storage but no further processing)
- to object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics
- not to be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you

For further information on how to request access to personal information held centrally by the Department for Education (DfE), please see the 'How Government uses your data' section of this notice.

Making A Subject Access Request

You have a right to make a SAR for the data held by the school/academy/trust. Once your request has been acknowledged, you will receive the information within 28 days. Please note that duplicate data will not be sent as part of the SAR and confidential references are exempt unless the referee has indicated that they can be shared with the candidate.

Withdrawal of consent and the right to lodge a complaint

Where we are processing your personal data with your consent, you have the right to withdraw that consent. If you change your mind, or you are unhappy with our use of your personal data, please let us know by contacting the headteacher.

If you have any concerns about how the school processes your personal data, you have the right to raise a complaint directly with us in the first instance. We encourage all data subjects to follow the school's internal complaints procedure, details of which are set out in the Data Protection Policy available on our website or upon request. The School will investigate all data protection concerns in accordance with its obligations under the UK General Data Protection Regulation and the Data Protection Act 2018 and will respond within a reasonable timeframe. If, after exhausting the school's complaints process, you remain dissatisfied, you have the right to lodge a complaint with the Information Commissioner's Office (ICO).

Contact

If you would like to discuss anything in this privacy notice, please contact:
headteacher@commonroad.wakefield.sch.uk