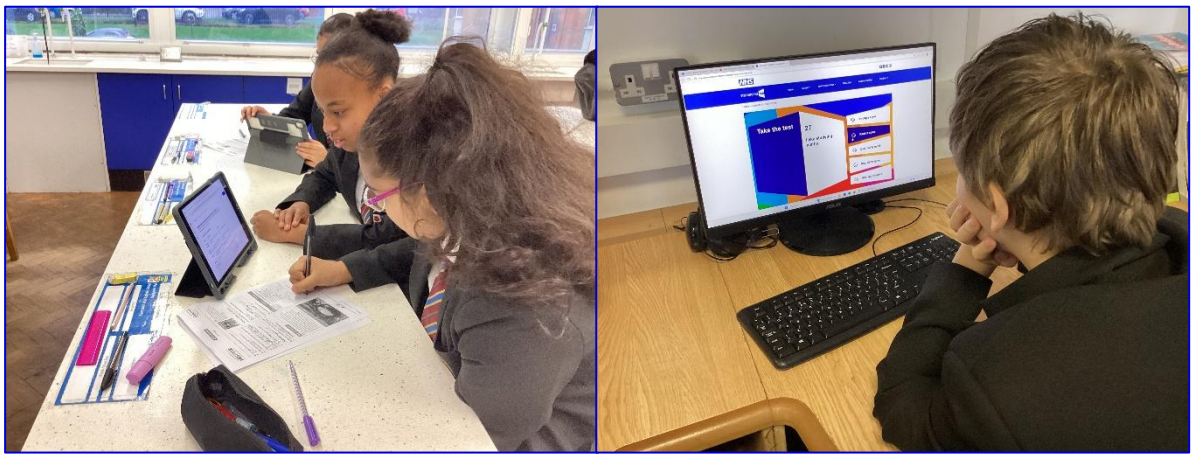

Privacy Notice for Job Applicants

"Discretion will guard you, Understanding will watch over you."
Timothy 6:20

Privacy notice for job applicants

Under data protection law, individuals have a right to be informed about how the school uses any personal data the School hold about them. The School comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where the School are processing their personal data.

This privacy notice explains how the School collect, store and use personal data about individuals applying for jobs at our school.

The School, Saint John Wall Catholic School, are the 'data controller' for the purposes of data protection law.

Our data protection officers are Mr Mariusz Wieremiewicz and Miss K Chohan.

Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

The personal data the School hold

The School process data relating to those applying to work at our school. Personal data that the School may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

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

The School may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why the School use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

The School only collect and use personal information about you in order to process your job application when the law allows us to. Most commonly, the School use it where the School need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, the School may also use personal information about you where:

- You have given us consent to use it in a certain way
- The School need to protect your vital interests (or someone else's interests)
- The School have legitimate interests in processing the data – for example, where:

Where you have provided us with consent to use your data, you may withdraw this consent at any time however you should be aware this may affect your application. The School will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the school's use of your data.

Collecting this information

While the majority of the information the School collect from you is mandatory, there is some information that you can choose whether or not to provide to us and this will be indicated on the application forms.

Whenever the School seek to collect information from you, the School 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.

How the School store this data

Personal data the School collect as part of the job application process is stored in line with our data protection policy.

When it is no longer required, the School will delete your information after 6 months.

Data sharing

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

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

- *Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position*
- *Suppliers and service providers – to enable them to provide the service the School have contracted them for, such as HR and recruitment support*

- *Professional advisers and consultants*
- *Employment and recruitment agencies*
- The Diocese

Your rights

How to access the personal information the School hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the school holds about them.

If you make a subject access request, and if the School do hold information about you, the School will:

- Give you a description of it
- Tell you why the School are holding and processing it, and how long the School will keep it for
- Explain where the School 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 a 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 our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

To exercise any of these rights, please contact our data protection officer.

Complaints

The School 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.

To make a complaint, please contact our data protection officer.

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

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

Contact us

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

Ratified by Governors: 12/10/2026
Next Review: 12/10/2027
(This policy will remain in force beyond the review date if no updates are required)