

Honiton Primary School

Privacy Notice for Job Applicants



How we use job applicants' information

Data protection legislation gives individuals the right to be informed about what personal data is held on them, how that data is used, who it is shared with and how long it is retained. This privacy notice provides this information, in general terms, in relation to information held about individuals applying for jobs at our school, as well as the lawful basis under which it is collected and retained. If after reading this notice you have any questions relating to the data we hold or how we use it, please contact our Data Protection Officer, whose contact details are listed at the end of this notice. We, Honiton Primary School, are the Data Controller for the purposes of data protection law.

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

Categories of information

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

- personal identifiers and contact details (such as names, date of birth, national insurance number, address, email address, telephone number)
- copies of right to work documentation
- references
- evidence of qualifications
- employment records, including work history, job titles, training records and professional memberships
- special categories of data including characteristics (such as race, ethnicity, religious beliefs, sexual orientation, political opinions, disability and access requirements)
- images (including images captured on the school CCTV)

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

Why we collect and use this information

We only collect and use personal data when the law allows us to do so. Most personal data is essential in order for our school to fulfil our official functions and meet legal requirements.

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

Most data will be processed under Article 6 of the UK General Data Protection Regulation (UK GDPR), on the basis that:

- processing is necessary to comply with a legal obligation

- processing is necessary to carry out a task in the public interest

We may also process personal data about you in situations where:

- you have given us consent to use it in a certain way
- we need to protect your vital interests (or someone else's interests)

Where we have obtained consent to use personal data, this consent can be withdrawn at any time. We will make this clear when we ask for consent and explain how consent can be withdrawn.

There may be more than one ground which justifies our use of a particular category of data.

If we need to process any special category data under Article 9 of the UK General Data Protection Regulation (UK GDPR) which is of a more sensitive nature, we will only do so if we have a lawful basis to do so under Paragraph 2 of Article 9 of the UK General Data Protection Regulation (UK GDPR).

No decisions are made by our school through automated decision making (including profiling).

Collecting job applicants information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

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.

The majority of information collected is obtained directly from the job applicant concerned as part of the job application process.

Storing data

In order to protect data whilst it is in our possession, we have data protection policies and procedures in place. These include strong organisational and technical measures and these are reviewed regularly.

We keep personal information about you during the application process. We may also keep it beyond this, if necessary, usually six months for unsuccessful applicants.

Personal data is stored in accordance with our general data protection policy, records retention policy and Information Toolkit for Schools (IRMS). When your personal data is no longer needed, we will retain and dispose of it in a secure manner in accordance with these policies.

For more information on how we keep your data safe, please contact the school's Data Protection Officer whose contact details can be found at the end of this privacy notice, or visit: <https://www.honitonprimary.co.uk/gdpr-foi/>

Who we share job applicants' information with

We 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 there is a legal requirement to do so, or it is otherwise necessary and it complies with data protection law, we may share information with:

- our local authority – to meet our legal obligations to share certain information with it, such as safeguarding concerns, shortlists of candidates for a headteacher position
- suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- professional advisers and consultants
- employment and recruitment agencies

Should we need to transfer personal data to a country or territory outside the European Economic Area, we would do so in accordance with data protection law.

Requesting access to your personal data and your data protection rights

Under data protection legislation, individuals have the right to request access to information held about them by making a Subject Access Request.

If you make a Subject Access Request, and if we do hold information about you, we will:

- give you a description of the information held
- tell you why we are processing it and for how long we will keep it
- 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

Depending on the lawful basis under which personal data is held, you also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing of your personal data for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have personal data erased or destroyed, restrict the processing of data and have inaccurate personal data rectified
- seek redress, either through the Information Commissioner's Office, or through the courts

In certain circumstances individuals also have the right for their personal information to be transmitted electronically to another organisation.

If you would like to make a Subject Access Request, or exercise another of the above rights, please contact the school or our Data Protection Officer whose contact details are listed at the end of this notice.

Withdrawal of consent and the right to lodge a complaint

Where we have obtained consent to use personal data, this consent can be withdrawn at any time by contacting the school or our Data Protection Liaison Officer:

Alison Carder (DPLO)
Honiton Primary School
Clapper Lane
Honiton
Devon
EX14 1QF
Email: admin@honiton-pri.devon.sch.uk
Telephone: 01404 548700

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 concern with us in the first instance by contacting our Data Protection Officer whose contact details are listed at the end of this notice.

Alternatively, you can contact 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

Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated March 2025.

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 Officer (DPO):

Jenny Goodall
Data Protection Officer (Schools)
School Data Protection Team
Devon Education Services, Devon County Council
Room L60, County Hall, Topsham Road, Exeter, EX2 4QD
Tel : 01392 383445