

Privacy notice for Job Applicants



Name of Owner: Josephine Hallas

Date: October 2026

Date of next review: September 2027

Requires approval by Governing Body: No

Southgate School: Privacy notice for Parents/Carers

Introduction

Southgate School is committed to protecting the privacy and security of your personal information. This privacy notice explains how we collect, use, store and share personal data relating to individuals who apply for employment with the school.

Southgate School is the data controller for the personal information we process about job applicants.

Contact Details:

School: Southgate School

Address: Southfield Road, Almondbury, Huddersfield, HD5 8TG

Telephone: 01484 504544

Email: office@southgateschool.co.uk

Data Protection Officer (DPO):

Name: Josephine Hallas

Email: office@southgateschool.co.uk

Telephone: 01484 504544

The Personal Information We Collect

As part of the recruitment process, we may collect and process the following information:

- Name, address and contact details
- Date of birth
- Employment history and work experience
- Qualifications, training and professional memberships
- Application forms, CVs and covering letters
- References from current and previous employers
- Interview notes and assessment records
- Right to work documentation
- Identity documents
- Information relating to criminal convictions and DBS checks, where required for the role
- Information regarding any disability or reasonable adjustments required during the recruitment process
- Equal opportunities monitoring information (where provided)

Why Do We Collect This Information

We use your personal information to:

- Assess your suitability for employment
- Verify information provided during the application process
- Shortlist candidates and conduct interviews
- Undertake pre-employment checks
- Meet safeguarding and safer recruitment requirements
- Verify your identity and right to work in the UK
- Obtain references
- Comply with legal and regulatory obligations
- Defend against or respond to legal claims

What Are Our Lawful Bases for Processing?

We process your personal data under one or more of the following lawful bases:

- Article 6(1)(b) UK GDPR: Processing necessary to take steps at your request before entering into a contract.
- Article 6(1)(c) UK GDPR: Processing necessary for compliance with a legal obligation.
- Article 6(1)(e) UK GDPR: Processing necessary for the performance of a task carried out in the public interest.

Where we process special category personal data, such as health information, we do so in accordance with Article 9 UK GDPR and relevant provisions of the Data Protection Act 2018.

Information relating to criminal convictions and DBS checks is processed where permitted by law and necessary for safeguarding purposes.

Who Might We Share Your Information With?

We may share your information with:

- Referees provided by you
- The Disclosure and Barring Service (DBS), where applicable
- Local authorities
- Professional advisers where necessary
- Recruitment service providers
- Regulatory or law enforcement agencies where we are required to do so by law

We will not share your information with third parties for marketing purposes.

Recruitment and Safeguarding Checks

Southgate School is committed to safeguarding and promoting the welfare of children and young people.

Appointments are subject to appropriate safeguarding and pre-employment checks, which may include:

- Enhanced DBS checks
- Children's Barred List checks where appropriate
- Identity checks
- Qualification checks
- Employment history checks
- Online searches where permitted and relevant to the recruitment process
- Right to work checks

How Long Do We Keep Applicant Information?

Successful applicants' recruitment records will become part of their personnel file and will be retained in accordance with the school's Records Retention Schedule.

For unsuccessful applicants, recruitment information will normally be retained for six months following the completion of the recruitment process unless a longer retention period is required by law or with your consent.

After this period, information will be securely deleted or destroyed.

How Do We Keep Your Information Secure?

We take the security of personal information seriously and have appropriate technical and organisational measures in place to protect it from unauthorised access, loss, misuse or disclosure.

Access to applicant information is restricted to those involved in the recruitment process.

Your Rights

Under data protection legislation, you have the right to:

- Be informed about how your data is used
- Request access to your personal information
- Request correction of inaccurate information
- Request erasure of information in certain circumstances
- Restrict processing in certain circumstances
- Object to processing in certain circumstances
- Request data portability where applicable

To exercise any of these rights, please contact the school's Data Protection Officer.

Complaints

If you have concerns about how we handle personal information, please contact the school or our Data Protection Officer in the first instance.

You also have the right to complain to:

Information Commissioner's Office (ICO)

Website: www.ico.org.uk

Telephone: 0303 123 1113

Changes to This Privacy Notice

We may update this privacy notice from time to time to reflect changes in legislation or school practice.

The latest version will always be available on our website and from the school office.

Southgate School is committed to ensuring that all personal information is handled lawfully, fairly, transparently and securely in order to protect the rights and privacy of our school community.