

1. Purpose and scope

Ramsbury Primary School is committed to protecting the privacy and security of your Personal Data. As part of our recruitment and selection activities, we collect, use and store Personal Data about you as a job applicant. This privacy notice explains how we use your Personal Data, who we share it with, how long we keep it, and the rights you have under UK data protection law.

2. Definitions

This privacy notice uses some defined terms. We have set out below what we mean by those terms in this privacy notice.

Automated Decision-Making	when an electronic system uses Personal Data to make a decision without human intervention.
Controller	the person or organisation that determines when, why and how to Process Personal Data. Ramsbury Primary School is the Controller of Personal Data relating to job applicants (candidates) for roles at the school.
GDPR	the General Data Protection Regulation (EU) 2016/679 and/or the UK GDPR as defined in the UK Data Protection Act 2018.
Personal Data	any information identifying a living individual or information relating to a living individual that can be identified (directly or indirectly) from that data alone or in combination with other identifiers held or can reasonably be accessed.
Processing/Process/Processed	any activity that involves use of Personal Data, including collecting, using, disclosing or storing the data.
SAR/Subject Access Request	a data subject access request under the GDPR which allows an individual to request a copy of their Personal Data that is Processed by an organisation.
Special Categories of Personal Data	information revealing racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health conditions, sexual life, sexual orientation, biometric or genetic data.

3. Personal Data Protection Principles

Our policy is to Process Personal Data in accordance with applicable data protection laws. When Processing your Personal Data, we comply with the following principles, which require Personal Data to be:

- Processed lawfully, fairly and in a transparent manner;
- collected only for specified, explicit and legitimate purposes;
- adequate, relevant and limited to what is necessary in relation to the purposes for which it is Processed;
- accurate and, where necessary, kept up to date;
- not kept in a form which permits identification of you for longer than is necessary for the purposes for which the data is Processed;
- Processed in a manner that ensures its security using appropriate technical and organisational measures to protect against unauthorised or unlawful Processing and against accidental loss, destruction or damage;
- not transferred to another country without appropriate safeguards being in place; and
- made available to you so you can exercise certain rights in relation to your Personal Data.

4. Personal Data we hold about you

We may collect Personal Data about you from the following sources:

- You, the candidate (including information in your application form and covering letter)
- Recruitment websites and application systems we use (where applicable)

- Your referees and previous employers (references)
- The Disclosure and Barring Service (DBS) (where a DBS check is required for the role)
- The Local Authority and other relevant bodies where required for safeguarding, employment checks or regulatory reasons
- Where permitted and relevant, publicly available information needed for recruitment and safeguarding checks
- Occupational health provider (where a health assessment is required and only with appropriate safeguards)

In connection with your application to work at Ramsbury Primary School, we may collect, store, and use the following categories of Personal Data about you (as applicable to the role):

- Identification and contact details (e.g., name, address, telephone number, email address)
- Application information (including your application form and covering letter), employment history and experience.
- Information you provide during the selection process (e.g. interview notes, tasks, presentation or lesson observation outcomes where applicable).
- Qualifications and training (including proof of qualifications required for the role).
- Right to work and identity information (where applicable), including copies of relevant documents.
- Safeguarding and suitability information required for safer recruitment (including DBS information where required, references, and checks for teacher misconduct where applicable).
- Equal opportunities monitoring information (where collected) such as age, gender, ethnicity, disability and religion/belief.
- References and pre-employment checks outcomes (including notes of any follow-up where necessary).
- Health information where relevant to the recruitment process (for example, to consider reasonable adjustments), and only with appropriate safeguards.

We may also Process Special Categories of Personal Data (for example, information about health or disability) where necessary to make reasonable adjustments for candidates during the recruitment process, or to meet our legal obligations. We may also Process information about criminal convictions and offences and related information where required for safeguarding and safer recruitment (for example, DBS checks).

We will only Process Special Categories of Personal Data and criminal offence data where we have a lawful basis to do so under UK GDPR and the Data Protection Act 2018, and we will apply appropriate safeguards. This may include Processing because it is necessary for employment, social security and social protection purposes, for reasons of substantial public interest (including safeguarding of children and individuals at risk), or where you have provided explicit consent (where relevant).

5. How we will use your Personal Data

We Process Personal Data for purposes relating to recruitment and selection, including shortlisting, interviewing, safer recruitment checks and making an appointment decision. This may include verifying your identity and qualifications, obtaining references, and carrying out safeguarding checks that are appropriate to the role.

We will use the Personal Data we collect about you to:

- Assess your suitability for the role, including your skills, experience and qualifications
 - Carry out pre-employment and safer recruitment checks, where applicable (for example, references, right to work, qualification verification and DBS checks)
- Communicate with you about the recruitment process and arrange interviews/visits
- Keep records related to recruitment, selection decisions and safer recruitment checks
- Comply with our legal obligations and statutory guidance relevant to schools (including safeguarding obligations)
 - If you are appointed, take steps to put appropriate employment arrangements in place and carry out any required pre-employment checks before you start

We also need to Process your Personal Data to decide whether to enter into a contract with you. Having received your covering letter and your application form (as applicable), we will Process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references, confirm your identity and entitlement to work and complete any required pre-employment checks before confirming your appointment.

Our entitlement to Process your Personal Data is governed by a number of Processing conditions, as follows:

- In many cases, Processing is necessary to take steps at your request prior to entering into a contract (for example, considering your application and making an offer).

- Some Processing is necessary to comply with legal obligations (for example, safeguarding requirements and right to work checks).
- Where appropriate, Processing may be necessary for the performance of a task carried out in the public interest (for example, recruiting staff to deliver education), and/or for our legitimate interests in running an effective recruitment process, provided those interests are not overridden by your rights.

We may rely on more than one of these conditions in order to Process elements of your Personal Data throughout the recruitment process.

6. If you fail to provide Personal Data

If you fail to provide information when requested that is necessary for us to consider your application or to carry out required pre-employment checks (for example, evidence of qualifications, identity documents, references or information needed for safeguarding checks), we may not be able to progress your application.

7. Criminal convictions

Where the role is eligible, we may Process information about criminal convictions and offences as part of safer recruitment, including obtaining an appropriate DBS check and considering any information disclosed in line with our safeguarding duties and statutory guidance.

8. Automated Decision-Making

We do not envisage that any decisions will be taken about you using automated means; however, we will notify you in writing if this position changes.

You will not be subject to decisions that will have a significant impact on you based solely on Automated Decision-Making, unless we have a lawful basis for doing so and we have notified you, making it clear that you have a right to object.

We will undertake a data privacy impact assessment in all cases before any Automated Decision-Making activities are undertaken.

9. Sharing your Personal Data

We will only share your Personal Data where it is necessary for the recruitment and selection process and/or where we are required to do so by law. We share data with third parties who provide services to the school or who are involved in pre-employment and safeguarding checks. We do not routinely transfer your Personal Data outside the UK.

Access to your Personal Data will be limited to those involved in the recruitment process at the school on a need-to-know basis (for example, the headteacher, relevant senior leaders, governors and administrative staff supporting recruitment).

We may share your Personal Data with third parties such as:

- Your referees and previous employers (to obtain references)
- The Disclosure and Barring Service (DBS) and any umbrella body (for DBS checks)
- The Local Authority and/or other safeguarding partners where required
- Our IT and recruitment service providers (for example, email, document management and recruitment systems), where applicable
- Occupational health providers (where relevant)

We require third parties who Process Personal Data on our behalf to take appropriate security measures and to only Process Personal Data in accordance with our written instructions.

If you are appointed, we will use and share relevant information to complete employment administration (for example, setting up payroll and HR records) and to meet our ongoing safeguarding obligations.

10. Data Security

We have put in place appropriate security measures to prevent your Personal Data from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. These measures are designed to protect the integrity, confidentiality, security and availability of your Personal Data, and to comply with applicable legal requirements for information security. In addition, we limit access to your Personal Data to those employees, agents, contractors and other third parties who have a business need-to-know. They will only Process your Personal Data on our instructions and they are subject to a duty of confidentiality.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

11. How long will we keep your Personal Data for?

If your application is unsuccessful, we will keep your Personal Data for as long as necessary to complete the recruitment process and then for a period in line with the school's retention schedule. This is typically up to 6 months after the end of the recruitment process, unless a longer period is required (for example, to deal with a complaint or legal claim).

If your application is successful and you are appointed, Personal Data gathered during the recruitment process will be transferred to your personnel file and retained in line with the school's retention schedule and workforce privacy information.

12. Your rights

Under certain circumstances you have rights under the applicable data protection laws in relation to your Personal Data:

- **Request access to your Personal Data** (commonly known as a Subject Access Request (SAR)). This enables you to receive a copy of the Personal Data we hold about you and to check that we are lawfully Processing it.
- **Request correction of the Personal Data that we hold about you.** This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request deletion of your Personal Data.** This enables you to ask us to delete or remove Personal Data where there is no good reason for us continuing to Process it. You also have the right to ask us to delete or remove your Personal Data where you have exercised your right to object to Processing (see below).
- **Object to Processing of your Personal Data** where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to Processing on this ground.
- **Request the restriction of Processing of your Personal Data.** This enables you to ask us to suspend the Processing of Personal Data about you, for example if you want us to establish its accuracy or the reason for Processing it.
- **Request the transfer of your Personal Data** to you or to a third party in a structured, commonly used, machine-readable format.

Where we are Processing Personal Data based on your consent, you have the right to withdraw that consent at any time. Where you withdraw your consent, we may rely on another legal basis for the Processing provided we have the legal right to do so.

If you would like to exercise any of your rights listed above, please contact the school using the details in the "Contact us" section below.

13. Contact us

If you have any questions about this privacy notice or how we handle your Personal Data, please contact Ramsbury Primary School at: sbm@ramsbury.wilts.sch.uk.

Ramsbury Primary School is the Controller responsible for the collection and use of your Personal Data for recruitment purposes.

You have the right to make a complaint at any time to the relevant supervisory authority.

The supervisory authority applicable for Personal Data Processing pursuant to the UK GDPR is the Information Commissioner's Office (ICO) (www.ico.org.uk).

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