Privacy Notice (How We Use Job Applicant Information)

Cranham CofE School is the data controller for the use of personal data in this privacy notice.

This Privacy Notice for job applicants explains how we collect, store and use personal data about individuals as part of our recruitment process. Our school is the 'Data Controller' as such, we are registered with the ICO (Information Commissioner's Office) and we comply with UK General Data Protection Regulation (UK GDPR). Our ICO registration number is **ZA084408**. Our Data Protection Officer (DPO) is SchoolPro TLC Ltd (see 'Contact' below).

The Categories of Job Applicant Information That We Process Include:

We collect a range of information about you; this includes:

- Your name, address and contact details, including email address and telephone number.
- Relevant documentation which confirms your identification and proof of address.
- Details of your education, qualifications and training, including membership of professional bodies.
- Information about your current level of remuneration, including benefit entitlements.
- Information about your continuous service in Local Government Employment.
- Details of your skills, experience, current employment and previous employment.
- Details of relationships you may have with current employees within the Trust.
- Relevant information to enable us to undertake safer recruitment in education checks, including details of referees.
- Whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.
- Information on any incidents or issues that may have been identified in online checks of publicly available information.

Why We Collect and Use Job Applicant Information

We use job applicant data to:

- Take steps at your request prior to entering into a contract with you
- Enter into a contract with you
- Ensure that we are complying with our legal obligations
- Safeguarding Purposes

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information for general purposes are: (6a) Consent; (6c) A Legal obligation; (6d) A duty to safeguard pupils; (6e) Public task.

Special Categories of data are set out in Article 9 of the UK General Data Protection Regulation. Cranham CofE Primary will work within the conditions of GDPR - Article 9 of the UK GDPR: (9.2a) explicit consent; (9.2b) processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law; (9.2c) where processing is necessary to protect the vital interests of the data subject or of another natural person; (9.2f) for the establishment, exercise or defence of legal claims; (9.2g) reasons of substantial public interest; (9.2j) for archiving purposes in the public interest.

We process criminal offence data under Article 10 of the UK GDPR.

Our Data Protection Policy highlights the conditions for processing in Schedule 1 of the Data Protection Act 2018 that we process Special Category and Criminal Offence data under.

Collecting & Storing Job Applicant Information

We collect this information in a variety of ways such as through application forms or CVs, and we will also collect personal data about you from third parties, such as references supplied by former employers. We will also carry out an online search about you for information that is publicly available online. This will include social media accounts you may hold.

We hold data securely in a range of different places for the set amount of time shown in our data retention schedule.

Who We Share Job Applicant Information With

Your information will be shared internally for the purposes of the recruitment exercise. We will also share data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Requesting Access to Your Personal Data

The UK-GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact Wendy Argent or Lucy Ryan, Cranham CofE Primary School in Cranham, Gloucester, GL4 8HS or DPO@schoolpro.uk

You also have the following rights:

- the right to be informed about the collection and use of your personal data – this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you – this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.

- the right to ask us to change any information you think is not accurate or complete – this is called 'right to rectification'.
- the right to ask us to delete your personal information – this is called 'right to erasure'
- the right to ask us to stop using your information – this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances rights in relation to automated decision making and profiling.
- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at raise a concern with ICO

Alternatively, you can contact our Data Protection Officer which is SchoolPro TLC Ltd via DPO@schoolpro.uk.

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.

Withdrawal of Consent and the Right to Lodge a Complaint

Where we process your personal data based on your consent, you have the right to withdraw that consent at any time.

To request the withdrawal of your consent, please Wendy Argent or Lucy Ryan at admin@cranham.gloucs.sch.uk or call 01452 812 660. We will respond to your request promptly and ensure that your data is no longer processed on the basis of consent, unless another lawful basis applies.

Under Section 164A of the Data Protection Act 2018, you have a statutory right to complain if you believe your personal data has been handled inappropriately.

If you wish to raise a concern about how we process your personal data, please contact us directly at 01452 812 660. We will acknowledge your complaint within 30 days of receipt and take appropriate steps to investigate and respond without undue delay.

If you are not satisfied with our response, you may escalate your complaint to the Information Commission at: Information Commissioner's Office

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 on **11 November 2025.**

Contact & Full Privacy Notice

If you would like to discuss anything in this privacy notice, or view our full Job Applicant Privacy Notice, please contact: Wendy Argent or Lucy Ryan at admin@cranham.gloucs.sch.uk or call 01452 812 660