Privacy Notice for Recruitment and Candidate Information

What is a Privacy Notice?

The Data Protection Act 2018 gives everyone the right to be informed about how their information is used by organisations. This Privacy Notice explains how Annie Lennard Primary School use information about individuals who apply for post within our school. If you can be identified from the information we hold, then this is known as "personal data".

This Privacy Notice explains:

- why we use your personal data
- the reasons we need to do this
- what kinds of personal data we use
- where we collect your personal data from
- who we will share your personal data with
- how you can find out more.

About this Privacy Notice

This privacy notice explains how we collect, store and use personal data about individuals who apply for posts at our school.

Personal data is any information that can be used to identify you. It may include information you provide as part of an application process, information we already hold about you if you are already an employee, or information we collect from other organisations, or during online searches as part of pre-employment checks. When we use your personal data, this is known as "processing"

Under data protection law, individuals have a right to be informed about how we collect, use and share personal in relation to these processes. We comply with this right by publishing a privacy notice and making this available to you before you take part in our recruitment process.

Annie Lennard Primary School is registered as a 'data controller' with the Information Commissioner's Office (ICO), meaning that we are responsible for determining how your personal data is used.

We have a Data Protection Officer (DPO) to help us comply with our data protection responsibilities. Our DPO is provided by Services4Schools Ltd, and they can be contacted at DPO@services4schools.org.uk. You can contact them directly, if you need any further information about how we use your personal data.

What information do we collect?

Annie Lennard Primary School only collects information about you that is necessary to support our recruitment and candidate management processes. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which we need to make reasonable adjustments during the recruitment process;
- information required to conduct statutory safeguarding checks
- information relating to your performance and conduct from current and previous employers in the form of references
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

How do we collect your information?

When you apply for a job with us, Annie Lennard Primary School collects your information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks via the Disclosure & Barring Service.

Where will your data be stored?

Data will be stored in a range of different places, including on your application record, in paper records, on our management systems, on our cloud-based IT infrastructure and on other internal IT systems (including email).

Why we process your personal data?

Annie Lennard Primary School needs to process your personal data as part of the recruitment process. In some cases, we need to use your information to ensure we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

We also have statutory duties to undertake in relation to safeguarding. This includes using your personal data to conduction online checks for shortlisted candidates in line with the safer recruitment guidance in Keeping Children Safe in Education 2026.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Where we have relied on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of applicant and potential employees and have concluded that this is not the case.

Annie Lennard Primary School processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where we process other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

As education providers, Annie Lennard Primary School are obliged to seek information about criminal convictions and offences. Where we seek this information, it does so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

We will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to your data?

Your information will be shared internally for the purposes of the recruitment exercise and with the Local Authority (Sandwell MBC) who are the legal employer of staff at our school. This includes members of the recruitment panel, interviewers involved in the recruitment process, managers in the area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Annie Lennard Primary School will share your information with our Human Resources provider (SIPS) where they have been requested to support with the recruitment process.

We will also share your data with third party providers such as the disclosure and barring service to obtain necessary criminal records checks.

We will share your personal data with the organisations you have nominated to provide references in line with safer recruitment practices.

We will share your personal data with the organisation appointed to undertake statutory background and right to work checks in line with the requirements of Keeping Children Safe in Education.

We will share your data with our legal representatives if a legal process determines it necessary to do so, or we are required to do so by a UK court.

We will share your personal data with other official bodies (for the purposes of preventing and investigation of criminal activities, including fraud).

We will not transfer your data outside the UK without obtaining your consent or before ensuring there are appropriate contractual and security provisions in place.

How does the school protect personal data?

Annie Lennard Primary School takes the security of your data seriously. It has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. These policies can be viewed on our website: https://annielennardprimary.co.uk/School-Information/GDPR

How long do we keep recruitment data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At this point it will be disposed of securely in line with our Records Management Policy.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

The periods for which your data will be held will be provided to you in a new privacy notice once you are employed by Annie Lennard Primary School.

What if you do not provide your personal data?

You are under no statutory or contractual obligation to provide data to Annie Lennard Primary School during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly, or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Your Information Rights

Data Protection law provides you with certain rights.

Requesting access to your personal data

You have the right to request access to information about you that we hold.

To make a request to access your personal information, please contact our Data Protection Officer using the details in the "Who to Contact" section.

Your Other Information Rights:

- **The right to know how your information is being used** – We uphold this by publishing Privacy Notices and letting you know how your information will be used when we collect it.
- **The right to have inaccurate information amended** - We uphold this right by asking your to review the information we hold on record and updating information if you provide evidence to show it has changed
- **The right to have information removed or deleted from your records** – We uphold this right by removing or deleting your information that we are no longer required to keep
- **The right to temporarily restrict how your information is used** - We uphold this right by not using information until we have confirmed what is accurate, unless it is necessary to do so
- **The right to object to us using your data for certain purposes** – We uphold this by asking for your consent or permission to use your information for these purposes (including direct marketing and for scientific/historical research and statistics)
- **The right for important decisions about you not to be made solely by automated systems that use your information (like computer algorithms and AI**) – We uphold this right by letting you know if these systems are used and giving you a choice for these types of decisions to be reviewed.

Who to Contact

Annie Lennard Primary School has a Data Protection Officer (provided by Services 4 Schools Ltd). Their role is to oversee and monitor our data protection procedures, and to make sure we are compliant with data protection legislation.

The Data Protection Officer is also responsible for helping the workforce uphold their information rights.

If you would like to discuss anything in this privacy notice, please contact our Data Protection Officer:

Email: DPO@services4schools.org.uk

In writing: **For the attention of the Data Protection Officer**

Annie Lennard Primary, The Oval, Smethwick, West Midlands B67 6LE

Complaints or Concerns

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

If you have a concern or complaint about the way we are collecting or using your personal data, you should raise your concern with our Data Protection Officer in the first instance. (please see the contact details above).

We will acknowledge your complaint as soon as possible - usually within 10 working (school days), unless school is closed for an extended period (end of term, end of the academic year).

The Data Protection Officer will review your concerns and contact you within 30 working (school) days to confirm the outcome and report and findings.

If after the Data Protection Officer has completed their review, you remain unsatisfied with how your personal data has been handled, you also have the right to raise a concern with the Information Commissioner's Office at https://ico.org.uk/concerns/

For complaints not related to how your personal data is being handled, please refer to our complaints procedure, which is available on our website: https://alp.sch.life/

Revisions and 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 **November 2026**