



Privacy Notice for Thameside Primary School

Job Applicants

Thameside Primary School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during and after the recruitment process, in accordance with the UK General Data Protection Regulation (UK GDPR).

Document Owner and Approval

The Headteacher is the owner of this document and is responsible for ensuring that this privacy notice is reviewed in line with the School's policy review schedule.

Following Brexit, the UK GDPR and Data Protection Act 2018 form the main framework for data protection in the UK. These have been updated by the Data (Use and Access) Act 2025, which came into force in stages between 2025 and 2026. Thameside Primary School processes personal information in accordance with applicable UK data protection legislation.

Successful candidates should refer to the School's Staff Privacy Notice for information about how personal information is processed during employment.

Who Collects this Information

Thameside Primary School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

We are required under data protection legislation to notify you of the information contained in this privacy notice. This notice does not form part of any contract of employment or other contract to provide services and we may update this notice at any time.

It is important that you read this notice, together with any other policies referenced within it, so that you are aware of how and why we are processing your personal information.

Data Protection Principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

Categories of Information We Collect, Process, Hold and Share

We may collect, store and use the following categories of personal information about you during the recruitment process:

- Personal information and contact details such as name, title, address, date of birth, marital status, telephone numbers and personal email addresses;
- Emergency contact information such as names, relationships, telephone numbers and email addresses;

- Information collected during the recruitment process including information entered on application forms, CVs, qualifications, proof of identity and right to work documentation;
- Details of your employment history including job titles, salary information and working hours;
- Details of your referees and references;
- Information regarding criminal records where required by law for the role;
- Information obtained through pre-employment checks, including online searches where appropriate;
- Information relating to professional registrations, qualifications and memberships;
- Equal opportunities monitoring information including racial or ethnic origin, sex, sexual orientation, religious or philosophical beliefs;
- Health information where relevant to recruitment, reasonable adjustments or occupational requirements.

Following shortlisting and interview, we may collect additional information in order to make recruitment decisions, including:

- References;
- Verification of qualifications;
- Criminal records information;
- Information relating to conduct, disciplinary matters, attendance, performance or capability where provided by referees or previous employers;
- Information relating to safeguarding suitability.

How We Collect this Information

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

We may collect this information from:

- You directly;
- Application forms and CVs;
- Referees and previous employers;
- Education providers and awarding bodies;
- Relevant professional and regulatory bodies;
- The Home Office;
- The Disclosure and Barring Service (DBS);
- Publicly available online sources where appropriate and lawful to do so.

Whenever we seek to collect information from you, we will make clear whether the information is required and the potential consequences of not providing it.

How We Use Your Information

We may use digital tools and software systems that incorporate automated processing or artificial intelligence features to support recruitment administration, safeguarding, security and operational functions. Any use of such technologies will be subject to appropriate human oversight and safeguards in accordance with data protection legislation.

We will only use your personal information when the law allows us to. Most commonly, we will use your information in the following circumstances:

- Where we need to take steps to enter into a contract with you;
- Where we need to comply with a legal obligation;

- Where it is needed in the public interest or for official purposes;
- Where it is necessary for our legitimate interests (or those of a third party) and your interests, rights and freedoms do not override those interests;
- Where you have provided your consent.

We use your information for the following purposes:

- To assess your suitability for employment;
- To facilitate safer recruitment practices;
- To shortlist and interview candidates;
- To verify qualifications, experience and professional status;
- To carry out pre-employment checks;
- To assess your right to work in the United Kingdom;
- To obtain and review references;
- To assess safeguarding suitability;
- To comply with legal and regulatory obligations;
- To monitor equality of opportunity;
- To arrange reasonable adjustments where required;
- To defend or pursue legal claims where necessary.

If you fail to provide certain information when requested, we may not be able to continue processing your application or comply with our legal obligations.

We will only use your personal information for the purposes for which we collected it unless we reasonably consider that we need to use it for another compatible purpose. If we need to use your information for an unrelated purpose, we will notify you and explain the legal basis for doing so.

How We Use Particularly Sensitive Information

Sensitive personal information (known under UK GDPR as "special category data") requires higher levels of protection.

We may process this information in the following circumstances:

- In limited circumstances, with your explicit consent;
- Where we need to carry out our legal obligations;
- Where it is needed in the public interest, including equal opportunities monitoring;
- Where it is required in connection with legal claims;
- Where it is necessary to protect your interests or those of another person and you are not capable of giving consent.

Criminal Convictions

We may only use information relating to criminal convictions where the law permits us to do so. This will usually be where it is necessary for us to carry out our legal obligations, particularly in relation to safeguarding children.

Where appropriate, criminal records information will be collected as part of the recruitment process or provided directly by you.

Sharing Data

We may need to share your information with third parties where required by law, where necessary for recruitment purposes or where we have a legitimate interest in doing so.

This may include:

- Academic institutions and awarding bodies to verify qualifications;
- Professional and regulatory bodies;
- Referees and previous employers;
- Other schools and educational settings;
- The Disclosure and Barring Service (DBS);
- Recruitment and supply agencies;
- The Local Authority;
- Government departments and agencies;
- Professional advisors and consultants;
- Law enforcement agencies where required.

Information will be provided securely and anonymised where possible.

Recipients of personal information will be subject to confidentiality obligations. We require all third parties to respect the security of your personal information and to treat it in accordance with the law.

We may transfer personal information outside the UK and the EU. If we do, you can expect a similar degree of protection in respect of your personal information.

Retention Periods

Except where otherwise permitted or required by law, the School only retains personal information for as long as necessary to fulfil the purposes for which it was collected, including satisfying legal, accounting and reporting requirements.

Once recruitment for the role has concluded, we will retain and securely destroy your personal information in accordance with our Records Management and Retention Schedule, statutory requirements and operational need.

Security

We have put in place appropriate technical and organisational measures to protect the security of your personal information and prevent it from being accidentally lost, used, altered or disclosed in an unauthorised way.

Access to personal information is restricted to those employees, agents, contractors and other third parties who have a legitimate business need to know.

Further details can be found within the School's Data Breach Policy and Information Security Policy.

Your Rights of Access, Correction, Erasure and Restriction

It is important that the personal information we hold about you is accurate and current. Please inform us if your information changes.

Under certain circumstances, you have the right to:

- Access your personal information (commonly known as a Subject Access Request);
- Correct inaccurate personal information;
- Request erasure of personal information;
- Request restriction of processing;
- Object to processing in certain circumstances;
- Request transfer of your information to another organisation.

You will not usually have to pay a fee to access your information. However, we may charge a reasonable fee or refuse a request where it is manifestly unfounded or excessive.

When responding to Subject Access Requests, the School will undertake reasonable and proportionate searches for personal information in accordance with applicable data protection legislation.

If you wish to exercise any of these rights, please contact the Headteacher in writing.

Right to Withdraw Consent

Where you have provided consent for a specific processing activity, you have the right to withdraw that consent at any time.

To withdraw consent, please contact the Headteacher.

Once we have received notification of withdrawal, we will stop processing your information for that purpose unless another lawful basis applies.

How to Raise a Concern

The School maintains a data protection complaints procedure. Concerns relating to the handling of personal information will be acknowledged and investigated within appropriate timescales.

We hope that the Headteacher can resolve any concerns in the first instance.

We have appointed a Data Protection Officer (DPO) to oversee compliance with data protection legislation and this privacy notice.

Data Protection Officer: Judicium Consulting Limited

Address: Judicium HQ, 98 Theobalds Road, London WC1X 8WB

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

Telephone: 0345 548 7000 (option 1, then option 1 again)

You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection matters.

Changes to this Privacy Notice

We reserve the right to update this privacy notice at any time and will provide a new privacy notice where any substantial changes are made. We may also notify you in other ways from time to time about the processing of your personal information.