Privacy Notice for Applicants
How we use your information

2026/27

Who are we?
Radford Semele C of E Primary School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Radford Semele C of E Primary School is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: **ZA 365273**

You can contact the school as the Data Controller in writing at:
Radford Semele C of E Primary
School Lane
Radford Semele
Leamington Spa
CV31 1TQ

or admin3152@welearn365.com

What is a Privacy Notice?
A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?
Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying an individual, data concerning health or data concerning a person's sex life or sexual orientation.

What personal information do we process about applicants?
The categories of applicant information that we collect, hold and share include:

- the information you have provided on your application form, including name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities;
- any test results which arise as part of this application process;
- information about your current level of remuneration, including benefit entitlements;
- information provided to us by your referees;
- information about you that we acquire when undertaking pre-employment checks. This includes information from your references, health declarations, identity documents, right to work

documents, evidence of qualifications, current and previous addresses and information that may be available online;
- any other relevant information you provide to us during the recruitment process.

Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following "special categories" of more sensitive personal information:

- information such as gender, age, ethnic group, religious belief, sexual orientation;
- Information about your health, including any medical condition, health and sickness records;
- Information about criminal records;
- Information about being barred from working with children or vulnerable people
- Any information you provide to us during the recruitment process.

How is your personal information collected?
We collect personal information about candidates from the following sources:

- you, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- from former employers (one a job offer has been made).

For what purposes do we use applicants' personal information?
We will use your personal information to:

- assess your skills, qualifications and suitability for the role
- carry out background checks
- communicate with you about the process
- keep records
- comply with legal or regulatory requirements

We need to process your personal data in order to decide whether to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used in order to consider where reasonable adjustments need to be made during the recruitment process

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

Collecting applicant information
Collecting applicant data is essential for the school's operational use. Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the

General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Who might we share your information with?
We may share applicant information with

- members of our staff who are involved in the recruitment process in any capacity
- our HR services provider
- the Local Authority
- the Diocesan Board of Education (DBE)

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties unless reasonably necessary:

- to process your application for our vacancy
- as part of the recruitment and selection process
- to manage the outcome of the recruitment process

Any third party will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

What do we do with your information?
All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The school monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

How long do we keep your information for?
In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school are required to retain the information.

A copy of those schedules can be located using the following link:
http://irms.org.uk/page/SchoolToolkit

Transferring data internationally
We do not transfer data outside the European Economic Area (EEA).

What are your rights with respect of your personal information?
Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall

Market Square
Warwick
CV34 4RL

****Please ensure that you specify that your request relates to Radford Semele C of E Primary School**.

You also have the right to:

- request the deletion or removal of personal data where there is no compelling reason for its continued processing
- restrict the processing of your personal data in some circumstances, for example, permitting its storage but no further processing of the data
- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate or incomplete personal data rectified, blocked, erased or destroyed;
- claim compensation for damages caused by a breach of the Data Protection regulations; and
- subject to the complaints procedure below, you have the right to complain to the ICO.

Data protection complaints
We are committed to handling your personal data in a way that is fair, transparent and in accordance with the law. If you are unhappy with how we have handled your personal data, this process outlines how you can make a complaint.

How to make a complaint
If you have a complaint about how your personal data has been handled, please contact our Data Protection Lead or our Data Protection Officer. This allows us to investigate and resolve the issue as quickly as possible. They can be contacted at the email addresses detailed below:

- Data Protection Lead - admin3152@welearn365.com
- Data Protection Officer – schooldpo@warwickshire.gov.uk

When you contact us, please provide us with as much information as possible about your complaint. This will help us to understand the issue and investigate it thoroughly.

What to expect from us
We will acknowledge receipt of your complaint within 30 days. We will, without undue delay, take appropriate steps to respond to your complaint, including making appropriate enquiries:

Throughout the process, we will:

- keep you informed of our progress;
- request any additional information we may need from you in a timely and proportionate manner;
- provide you with a clear and comprehensive outcome of our investigation.

If you remain unhappy
If you are not satisfied with the outcome of your complaint, or if you feel it has not been handled appropriately, you have the right to complain to the Information Commissioner's Office (ICO). The ICO is the UK's independent regulator for data protection and information rights.

For more information about the ICO and their complaints process, you can visit their website at www.ico.org.uk.

Review

The content of this Privacy Notice will be reviewed in September 2027.