

## Job Applicants Privacy Notice

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Wolfdale School collects and processes job applicant personal data as part of its recruitment process. As part of this process we are committed to being transparent about how we collect and use that data and to meet our data protection obligations. Wolfdale School will obtain your consent to store and process your data as part of our application process. We are required by data protection law to give you the information in this Privacy Notice. It is important that you read the Privacy Notice carefully as it details how we collect and store your data. If your application is successful, we will provide you with another privacy notice which explains how we deal employee personal data.

You can contact us as follows:

HR and Learning Manager  
Wolfdale School Ltd  
10-12 Victoria Road North  
Belgrave,  
Leicester  
LE4 5EX

0116 233 9219

[hr@wolfdaleschool.co.uk](mailto:hr@wolfdaleschool.co.uk)

### **What personal data do we collect about you?**

All applicants are required to apply for jobs with us via completion of our application form. The type of information we will ask for as part of this process will include:

- Your name, address, telephone number and email address
- Details of your qualifications, skills and experience
- Your full employment history
- Details of your current previous remuneration arrangements
- Details of any criminal record
- Information about any disability to enable the school to make any reasonable adjustments during the recruitment process

### **What is ‘special category data’ and what do we collect?**

Wolfdale school will only collect, hold and use limited types of special category data about you during the recruitment process. Special category data is usually more sensitive than ordinary personal data and for this reason we need to have an additional legal ground to collect, hold and use it. Wolfdale School may process special categories of data, such as whether a reasonable adjustment needs to be made for candidates who have a disability. The school processes such information to carry out its obligations and exercise specific rights in relation to employment. Currently for all roles within the school we are obliged to seek information about criminal convictions and offences. Where the school seeks this information, it does so because it is

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necessary for it to carry out its safeguarding obligations and exercise specific rights in relation to employment.

### **How do we collect this information?**

Data will be contained in our application form and any supplementary information provided by you such as a CV or application letter. If you are invited to attend an interview, further information will be collated and retained as part of this process. Wolfdale School will also collect reference information about you from third parties advised by you as part of the application process.

### **Why do we collect and process your data?**

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

### **How do we store your data?**

Data will always be stored digitally in our email systems and in your application file on our secure server. Manual records created during the application and interview process will be converted to a digital format and retained on our secure server. Manual records are securely destroyed once converted to a digital format.

### **How do we protect your data?**

Wolfdale School takes the security of your data seriously. It has internal policies, IT security and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by employees authorised to do so in the proper performance of their duties.

### **Who has access to the data?**

Your information will be shared internally with the Head of School, HR and Learning Manager, and where appropriate, Directors and/or Senior Staff, for the purposes of recruitment. The School will not share your information with third parties without your consent, or unless the law allows us to. The School will not transfer your data to any third-party countries or international organisations without obtaining your consent.

Any offer of appointment will be subject to references and safeguarding checks. We will provide necessary information to referees provided by you in order for them to complete a reference request form. If your application for employment is successful and you receive an offer of employment, the school will then share your data with employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal record checks.

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### **How long do we retain your data for?**

If you are unsuccessful for the role for which you have applied, we will retain your data for 6 months unless we specifically ask permission to retain your application for a longer period (in case further suitable roles arise). If you sent us a speculative application or CV, we will keep your personal data on file for up to 18 months so you may be considered for any suitable vacancies which may arise during this period. We will not keep your personal data for this purpose for longer than 18 months.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to Wolfdale School during the recruitment process. However, we may not be able to process your application if you do not provide the information to us, for example; details of qualifications and experience.

### **Automated decision making**

Wolfdale School does not make recruitment decisions which are solely based on automated decision making.

### **Your rights**

As a data subject, you can exercise your right to:

- Make a subject access request to obtain a copy of the personal data that we hold about you.
- Request that the school changes incorrect or incomplete personal data that we hold about you.
- Request that we erase personal data that we hold about you where there is no good reason for us to continue processing it.
- Object to our processing of your personal data where the school is relying on its legitimate interests (or those of a third party) and cannot show a compelling reason to continue the processing.
- Withdraw your consent to us using your personal data

**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 issues. Details of how to contact the ICO can be found on their website <https://ico.org.uk>**

This privacy notice was reviewed in February 2019.