Job Applicant Privacy Notice

Nov 17, 2026 · @Sharon

Who we are

This notice explains how we collect, use and protect your personal information when you apply to work at Holy Innocents Catholic Primary School or our Pre-School.

Holy Innocents Catholic Primary School is part of St Oscar Romero Catholic Academy Trust. The Trust is the **data controller** for the personal information described in this notice, so it decides how and why your information is used.

This notice applies to anyone who applies for a paid or voluntary role with us. It applies whether or not your application is successful. Successful applicants will receive our Workforce Privacy Notice when they start.

What information we collect

We collect only the information we need to recruit safely and fairly. This includes:

- **Personal details:** name, address, telephone number, email address, National Insurance number
- **Your application:** employment history, education, qualifications, training, skills, experience, supporting statement and any gaps in employment
- **Current employment:** job title, salary, notice period and reason for leaving
- **References:** details of your referees and the references they provide
- **Right to work:** evidence of your identity and your right to work in the UK
- **Interview and selection:** interview notes, practical trial observations and assessment results
- **Adjustments:** any reasonable adjustments you ask for during the recruitment process

We may also collect more sensitive information:

- **Equal opportunities monitoring:** ethnicity, sex, disability, religion or belief and sexual orientation. This is optional, kept separate from your application and not seen by the shortlisting panel.
- **Religious affiliation:** where it is relevant to the post, in line with our Catholic character
- **Health information:** to make reasonable adjustments and, for successful applicants, to confirm fitness to work

- **Criminal records information:** your self-disclosure, an Enhanced Disclosure and Barring Service (DBS) check, a Children's Barred List check and, where relevant, overseas checks
- **Online checks:** as recommended by Keeping Children Safe in Education, we may carry out online searches on shortlisted candidates

Why we use it and our lawful basis

We use your information to:

- assess your suitability for the role and decide who to shortlist, interview and appoint
- carry out safer recruitment checks to safeguard children
- check your right to work in the UK
- make reasonable adjustments for you
- monitor equal opportunities and meet our legal duties
- respond to any legal claims

Under UK GDPR, we rely on these lawful bases:

Lawful basis	What it covers
Contract, Article 6(1)(b)	Taking steps at your request before entering into an employment contract
Legal obligation, Article 6(1)(c)	Safeguarding checks under Keeping Children Safe in Education, right to work checks and equality law
Public task, Article 6(1)(e)	Running the school and recruiting the staff we need to educate children
Consent, Article 6(1)(a)	Optional equal opportunities information. You can withdraw consent at any time.

For sensitive (special category) information, we also rely on Article 9(2)(b), employment and social security obligations, and Article 9(2)(g), substantial public interest. Criminal records information is processed under Article 10 and Schedule 1 of the Data Protection Act 2018.

Where we get it and who we share it with

Most of the information comes from you, through your application form and at interview. We also receive information from:

- your referees, including your current or most recent employer
- the Disclosure and Barring Service
- the Teaching Regulation Agency, where relevant to the post
- recruitment agencies or job boards, if you applied through one
- publicly available online sources, for shortlisted candidates

We only share your information where we need to, and never sell it. We may share it with:

- St Oscar Romero Catholic Academy Trust staff involved in recruitment, HR and payroll
- members of the interview and selection panel, including governors
- your referees, to request a reference
- the Disclosure and Barring Service and our DBS umbrella body, to carry out checks
- occupational health providers, for successful applicants
- our HR, IT and recruitment software providers, who process data on our behalf under contract
- the Diocese, where required for the post

We do not transfer your information outside the UK unless we need to, such as to obtain an overseas criminal records check. If we do, we will make sure suitable safeguards are in place.

How long we keep it and how we protect it

Applicant	How long we keep your information
Unsuccessful	6 months from the date of the appointment decision, then securely destroyed
Successful	Moved to your personnel file and kept in line with our Workforce Privacy Notice and Records Retention Policy
Equal opportunities forms	Kept separately and used only in anonymised form for monitoring

We do not keep copies of DBS certificates. We record the certificate number, the date it was issued and the outcome of the check on our Single Central Record.

Your information is stored securely, on paper in locked storage and electronically on password-protected systems. Only staff who need it for recruitment can see it.

Your rights and how to contact us

Under data protection law, you have the right to:

- ask for a copy of the information we hold about you
- ask us to correct information that is wrong or incomplete
- ask us to delete your information, in certain circumstances
- ask us to limit how we use your information, in certain circumstances
- object to us using your information, in certain circumstances
- withdraw your consent at any time, where we rely on consent

To use any of these rights, or if you have a question about this notice, please contact:

- **School:** Sharon Browning, School Business Manager, Holy Innocents Catholic Primary School, Mitchell Road, Orpington, Kent BR6 9JT · [email address] · 01689 813040
- **Trust Data Protection Officer:** Claire Verga · [email address] · 020 7202 8199

If you are unhappy with how we have used your information, please tell us first so we can try to put it right. You can also complain to the Information Commissioner's Office (ICO) at ico.org.uk/make-a-complaint or on 0303 123 1113.

We review this notice regularly. Last updated: November 2026.