



Birchwood High School

Privacy Notice – Prospective Employees

Birchwood High School is the Data Controller for the personal data processed during the recruitment process.

Birchwood High School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal data during the recruitment process, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

This notice applies to all individuals applying for a role at the school, whether directly or through an agency.

The Data Protection Officer (DPO) is responsible for overseeing data protection compliance at the school.

During the recruitment process, we may collect, store and use the following categories of information:

Personal Identification Information

- Name, address, email address, telephone number
- Date of birth
- National Insurance number
- Application & Employment Background
- Application form, CV, cover letter
- Employment history and qualifications
- Teacher reference number (if applicable)
- Right-to-work documentation
- Evidence of professional conduct or disciplinary history (where relevant)
- Safeguarding & Vetting Information
- References
- DBS check results and barred list information
- Overseas police checks (if applicable)

Equal Opportunities Monitoring (Optional)

- Gender, ethnicity, disability status, age
(This information is anonymised and not used in selection decisions.)

Other Data Collected During Recruitment

- Notes from interviews, tasks, or assessments
- Correspondence between you and the school



Why We Collect This Data (Legal Basis)

We process applicant data for the following lawful bases:

Contractual Necessity

- To take steps at your request before entering into an employment contract

Legal Obligation

- To comply with safeguarding and safer-recruitment duties
- To verify your right to work in the UK
- To meet Department for Education and local authority requirements

Public Task

- Operating a maintained school requires processing personal data for recruitment

Consent (where applicable)

- For equal opportunities monitoring (optional and anonymised)

Special Category and Criminal Offence Data

Some of the information we process (such as DBS information, health data, ethnicity or disability information) is classed as special category or criminal offence data.

We process this information in accordance with Articles 9 and 10 of the UK GDPR and Schedule 1 of the Data Protection Act 2018, including where processing is necessary for:

- employment, social security and social protection law
- safeguarding children and individuals at risk
- equality of opportunity or treatment

How Your Data Is Used

We use your information to:

- Assess your suitability for a role
- Communicate with you about the recruitment process
- Conduct safeguarding and pre-employment checks
- Make informed hiring decisions
- Maintain records required by law or statutory guidance

We will not use your data for marketing.

Data Sharing



We may share your personal data with:

- Referees you have nominated
- Disclosure and Barring Service (DBS)
- Local Authority or Department for Education (statutory requirements)
- Recruitment or supply agencies (if you applied through one)
- Occupational health providers
- External advisers involved in recruitment (e.g., HR consultants)

Where personal data is transferred outside the UK, this will only occur where appropriate safeguards such as adequacy regulations or standard contractual clauses are in place.

How Long We Keep Your Data

If your application is unsuccessful, we will retain your data for six months unless you request deletion sooner.

If you become an employee, your data becomes part of your personnel file and will be held in accordance with the school's Staff Privacy Notice and Data Retention Policy. This retention period allows the school to respond to queries, challenges or legal claims relating to recruitment decisions.

How We Protect Your Data

We have measures in place to protect your personal information from loss, misuse or unauthorised access. This includes secure storage systems, controlled access, and safeguarding processes aligned with statutory guidance.

The school will inform the data subject of any changes to the original, or additional purpose for processing, prior to the sharing of their personal data.

Automated Decision Making

The school does not employ any automated decision-making tools or software, including artificial intelligence, which would result in legal or detrimental effect.

Your Rights

Individuals have a right to make a **'subject access request'** to gain access to personal information that the school holds about them.



If you make a subject access request, and if we do hold information about you, we will, with one month, but without undue delay;

- Inform you if the request is complex and therefore will require additional time, an additional two months, up to a maximum of three months from the date of request.
- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

Your request maybe refused by the school if:

Under exemptions within the Data Protection Act 2018, the school may refuse a subject access request in certain circumstances, including:

- You make a request but then offer to withdraw it in return for some other benefit.
- You have made an accusation of wrong doing against a member of staff or the school.
- Your request has been defined as malicious in intent, designed to harass the school for no other reason than to cause disruption.
- The information, if disclosed, would cause possible harm to an individual.
- Your request is deemed to target a particular member of staff.
- The information requested is processed with the understanding it is confidential.
- The information was provided as part of an educational, work or volunteering reference.
- The information requested is defined as management records and disclosing them would prejudice the operations of the school.
- The information requested has been provided to a 3rd party and to fulfil the request would prejudice the case or investigation.

If the school makes the decision to refuse your request, you will be informed within 30 days of receipt of the request as well as your right to complain to the Information Commissioners Office.

Individuals also have the right for their personal information to be transmitted electronically to another organisation in certain circumstances.



If you would like to make a request, please contact our Data Protection Officer on dpo@birchwoodhigh.org.uk

Other rights

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe, including the right to:

- Object to the use of personal data if it would cause, or is causing, damage or distress
- Prevent it being used to send direct marketing
- Object to decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations.

To exercise any of these rights, please contact our DPO.

If you are unhappy with how your personal data is handled, you have the right to complain to the Information Commissioner's Office (ICO).

Contact Details

For questions about this privacy notice or how your data is handled, please contact:

Data Protection Officer: Charles Gilbank
dpo@birchwoodhigh.org.uk or 01279 655936