



Education Trust

‘Inspiring the individuals of today, for a better society tomorrow’

“Aspire, Belong, Collaborate”

RET JOB APPLICANT PRIVACY NOTICE

Review Frequency	Annually
Reviewed	August 2026
Next Review	August 2027
Agreed by Trustees	8 th September 2026



Introduction

Under data protection law, individuals have a right to be informed about how the Trust and its schools use any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This Privacy Notice explains how we collect, store and use personal data about individuals applying for jobs at the Trust and our schools.

Riviera Education Trust is the 'data controller' for the purposes of data protection law. Our Data Protection Officer is provided by Data Protection Education Ltd (see 'Contact us' below). Successful candidates should refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used.

The personal data we hold

We process data relating to those applying to work at our schools. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Application forms
- Contact details
- Copies of right to work and identity documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships
- CCTV footage
- Publicly available information identified through online searches
- We may live stream interviews via an online platform, and will advise you if it is to be recorded

We may also process special category personal data where relevant, including information about health or disability, racial or ethnic origin, religious or philosophical beliefs, sexual orientation and trade union membership, for purposes such as equal opportunities monitoring, making reasonable adjustments and meeting our legal obligations.

We may process data about criminal convictions or offences. This will usually be where such processing is necessary to carry out our obligations, to exercise our rights, to look after our pupils and staff or to support the police and other relevant agencies.

We will only use information about criminal convictions or offences where the law allows us to. Usually, this will be where processing is necessary to meet our legal obligations in relation to safeguarding, preventing fraud or health and safety. We will also identify an appropriate condition for processing



criminal offence data, which will usually be substantial public interest. We do not retain DBS certificates themselves.

Please refer to our Data Protection Policy for further information as to how we process this.

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to assess candidates' relevant experience, qualifications and other information provided as part of the recruitment process, to assist us in appointing the most suitable candidate for the advertised position.
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

We only collect and use personal information about you when the law allows us to. Most commonly:

- Take steps to enter into a contract (e.g. employment contract with you)
- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where we process more sensitive data (known as special category personal data) on you we need an additional legal basis. The bases we mainly use are:

- Legal obligation
- Substantial public interest:
 - Statutory and government purposes (e.g. Ofsted, DfE)
 - Equality of opportunity or treatment
 - Racial and ethnic diversity at senior levels of organisations
 - Preventing and detecting unlawful acts
 - Preventing fraud
 - Support for individuals with a particular disability or medical condition
 - Safeguarding of children and of individuals at risk
- Explicit consent
- For occupational health purposes, including assessing an applicant's fitness for work and identifying any workplace adjustments that may be required.
- To protect your vital interests where you are physically or legally incapable of giving consent (e.g. where you are unconscious and in need of medical assistance).



Where you have provided us with consent to use your data, you may withdraw this consent at any time. In such cases, we will cease to process the data. We will make this clear when requesting your consent and explain how you can withdraw your consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Trust's use of your data.

Collecting this Information

As part of the recruitment process we are required to collect certain information from you to comply with our legal responsibilities, and mandatory fields on application forms must be fully completed. However, in some instances you can choose whether to provide some information to us, for example information required in connection with equal opportunities monitoring. Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

Personal data we collect as part of the job application process is stored in line with our data retention policy, which is available upon request. For unsuccessful candidates the information is retained for six months after the date of the appointment. For successful candidates this is held for the duration of their employment and for six years following the end of their employment, unless there is a lawful reason to retain particular information for longer.

When it is no longer required, we will delete or securely dispose of the information.

Data Sharing

We will only share your personal data with third parties where there is a lawful basis for doing so and in accordance with data protection law.

Where it is legally required or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority or other statutory bodies – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support
- Professional advisers and consultants
- Employment and recruitment agencies
- Internally with governors or trustees where they are involved in an appointment.
- Occasionally with our Data Protection Officer e.g. in the event of a subject access request



Transferring data internationally

Where personal data is transferred outside the UK, we will ensure that appropriate safeguards are in place in accordance with UK data protection law.

How to access the personal information we hold about you

Under data protection law, you have the right to request access to the personal information we hold about you. This is known as a Subject Access Request (SAR).

If you make a Subject Access Request, you are entitled to receive a copy of your personal data, together with information about how and why it is being processed, subject to any exemptions or restrictions that apply under data protection law.

We may need to ask you for information to confirm your identity or to help us identify the information you are requesting.

Subject Access Requests can be made by contacting the school office or the Trust's Data Protection Officer using the contact details provided at the end of this Privacy Notice.

Your rights regarding your data

Under data protection law, you have a number of rights in relation to your personal data. Depending on the circumstances, these may include the right to:

- **Access** – request access to the personal data we hold about you.
- **Rectification** – ask us to correct personal data that is inaccurate or incomplete.
- **Erasure** – ask us to delete your personal data in certain circumstances.
- **Restriction** – ask us to restrict the processing of your personal data in certain circumstances.
- **Object** – object to the processing of your personal data in certain circumstances, including where we are relying on public interest or legitimate interests.
- **Data portability** – request the transfer of certain personal data to you or another organisation, where this right applies.
- **Automated decision-making** – have rights in relation to decisions made solely by automated means which have legal or similarly significant effects.

Where we rely on your consent to process personal data, you have the right to withdraw your consent at any time. Withdrawing consent will not affect the lawfulness of any processing carried out before consent was withdrawn.

These rights do not apply in all circumstances and may be subject to exemptions under data protection law.

To exercise any of these rights, please contact the school office or our Data Protection Officer using the contact details provided below.



Contact and Complaints

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please either contact the school office:

Oldway Primary School	01803 557190
Roselands Primary School	01803 525375
Shiphay Learning Academy	01803 613556

Or our Data Protection Officer: Data Protection Education Ltd, 41 High Street Royston, Hertfordshire, SG8 9AW. Email: dpo@dataprotection.education

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please consider raising this with us in the first instance.

Alternatively, you have the right to make a complaint to the Information Commissioner's Office (ICO) if you have concerns about the way we handle your personal data.

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Telephone: 0303 123 1113
Website: <https://ico.org.uk/make-a-complaint/>



Details of Amendments

December 2020

- Updated by Claire Foulds 17th December 2020.

April 2021

- Updated by Claire Foulds in line with One West policy

June 2023

- Minor Formatting Changes

February 2024

- Checked against One West Policy for any updates – SH

June 2025

- Minor amendments to formatting as per ICO guidance to mirror KCSIE
- Contact numbers changed/removed where updated

May 2026

- Updated details of DPO Data Protection Education (from 25/5/26)

August 2026

- Updated wording throughout to improve clarity, consistency and reflect current data protection terminology.
- Updated the information collected during recruitment, including publicly available information identified through online searches.
- Clarified the processing of special category and criminal offence data, including the relevant lawful bases and conditions.
- Updated data retention, sharing and international transfer wording.
- Updated Subject Access Request guidance and clarified individuals' data protection rights.
- Updated contact and complaints information, including current ICO signposting.

