United Schools Federation

Privacy Notice for Job Applicants

Introduction

Under data protection law, individuals have a right to be informed about how United Schools Federation uses any personal data that we hold about them. We comply with this right by providing privacy 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 to work for us. We also publish an overarching privacy notice detailing how we process data generally on our website.

United Schools Federation is the 'data controller' for the purposes of data protection law.

Our Data Protection Officer is One West (see page 4).

Successful candidates should refer to our Workforce Privacy Notice 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 for us. 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
- Online interview footage; We may live stream interviews via an online platform and will advise you if it is to be recorded

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data:

- racial or ethnic origin
- political opinions
- religious or philosophical beliefs
- trade union membership
- genetic data
- biometric data for the purpose of uniquely identifying a natural person
- data concerning health; or
- data concerning a natural person's sex life or sexual orientation

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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 protect young and / or vulnerable people we work with 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 be on the basis of our legal obligations in relation to safeguarding, preventing fraud, or health and safety. We will also identify the relevant condition for the processing, this will usually be substantial public interest. We do not retain DBS certificates beyond a period of six months.

Further information about how we process special categories of personal data may be found in our Data Protection Policy.

Why we use this data

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

- Enabling us to establish relevant experience and qualifications and assess the information provided to appoint the most suited 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, we will use your personal information in the following circumstances:

- To take steps to enter into a contract (e.g. employment contract with you).
- To comply with a legal obligation.
- To 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 are processing special category (sensitive) personal data, we rely on additional conditions to ensure this is carried out in a lawful manner. Most commonly this will be:

- Where we need to carry out our legal obligations or exercise rights in connection with employment.
- Substantial public interest:
  - Statutory and government purposes (e.g. DWP, Ofsted, DfE)
  - Equality of opportunity or treatment
  - Preventing and detecting unlawful acts
  - Preventing fraud
  - Support for individuals with a particular disability or medical condition
  - Ensuring racial and ethnic diversity
- Explicit consent

- For the purpose of medical diagnosis and prevention (e.g. Occupational Health, ensuring staff are aware of allergies).
- To protect a person's vital interests (life and death) where they are not capable of giving consent (e.g. in need of medical assistance where health data is then shared).

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 may withdraw your consent.

Some of the reasons listed above for collecting and using personal information about you may overlap, and there may be several grounds which justify our 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 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 doing so), 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, plus six years after termination of your employment, unless there is good reason for us to retain it for a longer period – for example in conjunction with our safeguarding responsibilities, or if we are notified of a legal claim.

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

Data sharing

We do not share information about you with any third party without your consent unless it is required by law, or where it is otherwise lawful to do so, for example to administer the working relationship with you, or where we have another legitimate interest in doing so.

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
- Suppliers and service providers to ensure they are aware of when you will be using our facilities
- Professional advisers and consultants
- Employment and recruitment agencies
- Internally with Governors if they were involved with an appointment
- Occasionally with our Data Protection Officer, e.g. in the event of a subject access request.

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Transferring data internationally

Our data is stored within the UK.

In the event that we have to transfer personal data from the UK to a country or territory outside of the UK, we will do so in accordance with data protection law and obtain sufficient safeguards.

How to access the personal information we hold about you

You have a right to make a 'subject access request' to gain access to personal information that we hold about you.

If you make a subject access request, and if we do hold information about you, we will:

- 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 format

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances. If you would like to make a request, please contact the School office.

Other rights regarding your data

Under data protection law, you have the right to:

- Object to your data being used to send you direct marketing or if the processing is based on our public tasks or legitimate interests
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- Request that data which you believe to be inaccurate is amended
- In certain circumstances, have personal data deleted or destroyed, or the processing of the data restricted
- A right to seek redress, either through the ICO, or through the courts.

To exercise any of these rights, please contact the School office or data protection officer.

Data Protection Officer

We have appointed a Data Protection Officer (DPO) to oversee our compliance with data protection legislation. If you have any questions about this Privacy Notice or how we handle your personal information, please contact the DPO (One West):

i-west@bathnes.gov.uk 01225 395959

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You have the right to make a complaint to us about the way in which we process your personal data. There is also a right to make a complaint to the Information Commissioner, but you should raise your complaint with us first by contacting the school office. We will acknowledge your complaint within 30 days and respond without undue delay.

The Information Commissioner may be contacted at: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF www.ico.org.uk 0303 123 1113

Updates to our Privacy Notice

We may need to update this privacy notice periodically. This version was last updated on 14th May 2026.

Version	Date	Summary of changes	Author
V1.0	April 2022	Initial creation	One West
V1.1	Sept 2023	Formatting changes	One West
V1.2	Oct 2023	Formatting changes and minor updates	One West
V1.3	Sep 2025	Formatting changes and minor updates. Addition of right to make a complaint to the organisation.	One West