Privacy Notice for Prospective Employees.

Privacy notice – how the school uses prospective employees' information

What categories of information are processed?

The categories of personal information that we process include the following:

- Personal information – e.g. name, contact details, National Insurance number
- Characteristics information – e.g. gender, age, ethnicity
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references
- Whether you are related to any member of our workforce:
- Details of any support or assistance you may need to assist you at the interview because of a disability.

Why do we collect and use your information?

We collect and use your information for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment
- To review our recruitment performance

The purpose of us collecting your data is to enable us to facilitate safe recruitment and determine suitability for the role. We also collect data in order to carry out equal opportunities monitoring and to ensure appropriate access arrangements are put in place if required.

If you fail to provide certain information when requested, we may not be able to take steps to enter a contract with you (for example if incorrect references are provided), or we may be prevented from complying with our legal obligations (such as to determine suitability to work with children).

We will only use your personal information for the purposes for which we collected it, unless we reasonably consider that we need to use it for another reason and that reason is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

For special category data, we also rely on the following conditions under Article 9 of the UK GDPR:

- The processing of data is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller of the data subject in connection with employment, social security, social protection, health or social care purpose, public health, and research.

How do we collect your information?

We collect your personal information via the following methods:

- Application forms
- References

- Your education provider
- Online searches in line with Keeping Children Safe in Education guidance

Following shortlisting stage, and prior to making a final decision:

- information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers; *
- confirmation of your academic and professional qualifications (including seeing a copy of certificates); *
- information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity; *
- your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information; *
- medical check to indicate fitness to work; *
- a copy of your driving licence (or other appropriate documentation as listed on the Home Office list); *
- if you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers Services about your teacher status, whether you are subject to a 'Prohibition from Teaching Order' and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);*

You are required (by law, or in order to enter into your contract of employment) to provide the categories of information marked (*) above to us, to enable us to verify your right to work and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

Searches will be undertaken in line with Keeping Children Safe in Education Guidance and compliance with legal obligation under Section 175 of the Education Act 2002 (as amended), the Education (Independent School Standards) Regulations 2014, the Non-Maintained Special Schools (England) Regulations 2015 and the Apprenticeshipism, Skill, Children and Learning Act 2009 (as amended).

KCSIE 2026 states:

"…. schools and colleges should consider carrying out an online search as part of their due diligence on… shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which the school or college might want to explore with the applicant at interview." (para 299, KCSIE 2026).

A search of the applicant's name on a recognised search engine (e.g. Google), followed by a review of the most prominent social media and video networking sites (e.g. Facebook, Instagram, LinkedIn, Tik Tok).

- Self-declaration of criminal record or information in line with Keeping Children Safe in Education guidance

KSCIE 2026 states:

".....as part of the shortlisting process, shortlisted candidates should be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-

declaration is subject to Ministry of Justice guidance on the disclosure or criminal records. Further information can be found at Gov.UK. (para 294, KCSIE 2026

Data relating to prospective employees is essential for the school's operational use. Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. To comply with the UK GDPR, we will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

How do we store your information?

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school's Data Retention Policy. A copy of this can be requested through the school office.

For more information about how we securely store your information, please see the school's Data Protection Policy.

Who do we share your information with?

We may need to share your data with third parties, including third party service providers whereby law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

These include the following:

- Academic or regulatory bodies to validate qualifications/experience (for example the teaching agency)
- Referees
- Local authority in order to meet our legal obligations for sharing data with it
- Other schools
- DBS
- Recruitment and supply agencies
- Ofsted

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised, but this may not always be possible. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information with our regulators or as required to comply with the law.

Why do we share your information?

We do not share information about you with anyone without your consent unless the law and our policies allow us to do so.

Sharing with Ofsted

We share information about prospective employees with Ofsted to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

What are your rights?

You have specific rights to the processing of your data; these are the right to:

- Request access to the information we hold about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific and/or historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.

If you want to request access to the personal information we have about you, please contact:

Data Protection Officer : Judicium Consulting Ltd

Address: 72 Cannon Street, London, EC4N 6AE

Email: dataservices@judicium.com

Web: www.judiciumeducation.co.uk

Lead Contact: Craig Stilwell

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at https://ico.org.uk/concerns.

How to withdraw consent and lodge complaints

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting the Business Manager, Mrs K Gilbert at enquiries@admin.ince.wigan.sch.uk

Updating this privacy notice

We may need to update this privacy notice periodically if we change how we collect and process data. We recommend that you revisit this privacy notice periodically.

This privacy notice was last updated on 10.09.2026.

How can you find out more information?

If you would like to discuss anything in this privacy notice, please contact Judicium Consulting Ltd at dataservices@judicium.com

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, https://www.ince.wigan.sch.uk/ the Gov.UK website (https://www.gov.uk/guidance/data-protection-how-we-collect-and-share-research-data), or request a copy of the schools Data Protection Policy and Data Retention Policy.