



Short Form Privacy Notice For Application Forms

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

Please ensure that you read this notice as well as our privacy notice which can be found at www.nicolmere.wigan.sch.uk/ which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

Personal Information

- Full name
- Title
- Home address
- Email address
- Telephone/mobile number
- National Insurance number
- Date of birth

Recruitment Information

- Application form information
- CV and covering letter
- Employment history
- Education and qualifications
- Professional memberships
- Skills, training and experience
- References from current and previous employers
- Interview notes and assessment results

Right to Work and Identity Information

- Proof of identity (e.g., passport, driving licence)
- Proof of address
- Immigration status and right to work documentation

Safeguarding and Vetting Information

- Disclosure and Barring Service (DBS) information
- Criminal conviction disclosures (where applicable)
- Barred list checks
- Prohibition from teaching checks
- Section 128 checks (for management positions)
- Overseas criminal record checks (where relevant)
- Childcare disqualification declaration (where applicable)

Equal Opportunities Information

- Gender
- Ethnic origin
- Disability status
- Age
- Religion or belief (where voluntarily provided)
- Sexual orientation (where voluntarily provided)

Health Information

- Information about any disability requiring reasonable adjustments during recruitment

- Pre-employment health questionnaire information (for successful candidates)

Online and Digital Information

- Correspondence with the school regarding the application
- Information collected through the school recruitment portal
- IP address and website usage data (if applying online)

Special Category Data

Where necessary and permitted by law, the school may process:

- Health and medical information
- Disability information
- Ethnic origin
- Religious beliefs
- Information relating to criminal offences and safeguarding checks

How we may share the information

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 recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in our data retention policy.