



Hall Orchard

C of E Primary School

Growing together, flourishing for life

Job Applicants Privacy Notice

1. Introduction

Hall Orchard CE Primary School is committed to protecting the privacy and security of personal information. This Privacy Notice explains how we collect, use, and protect the personal data of job applicants and prospective employees in line with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

2. Data Controller

The data controller responsible for your personal information is:

Hall Orchard CE Primary School

Address: Church Street, Barrow upon Soar, Leicestershire, LE12 8HP

Email: reception@hall-orchard.leics.sch.uk

Phone: 01509 412188

3. Personal Data We Collect

We may collect the following personal information during the recruitment process:

- **Identity information:** name, date of birth, gender, nationality
- **Contact information:** address, email, phone number
- **Application information:** CV, cover letter, qualifications, work history, references
- **Background information:** DBS checks, eligibility to work in the UK, professional memberships
- **Special categories:** health information (for reasonable adjustments), criminal convictions (where required by law)

4. How We Use Your Data

Your personal data is used for recruitment purposes only, including:

- Processing and assessing your application
- Verifying qualifications and references
- Conducting interviews and assessments
- Complying with legal obligations, including safeguarding checks
- Communicating with you about your application

Hall Orchard C of E Primary School

A: Church Street, Barrow-Upon-Soar, Leicestershire, LE12 8HP

T: 01509 412 188 | **E:** reception@hall-orchard.leics.sch.uk

W: www.hall-orchard.leics.sch.uk

5. Legal Basis for Processing

We process your personal data on the following legal bases:

- **Contractual necessity:** to consider you for employment
- **Legal obligation:** to comply with safeguarding, equality, and right-to-work checks
- **Legitimate interests:** to manage a fair and efficient recruitment process

6. Data Sharing

We may share your information with:

- School staff involved in recruitment
- External recruitment agencies (if applicable)
- Professional referees
- DBS and safeguarding authorities (as required by law)

We do **not** sell or rent your personal information to third parties.

7. Data Retention

- If your application is unsuccessful, we will keep your data for up to **6 months** after the recruitment process, unless you consent to us keeping it longer for future opportunities.
- If you are employed, your data will become part of your personnel file.

8. Your Rights

Under UK GDPR, you have the right to:

- Access your personal data
- Request correction of inaccurate data
- Request erasure of data (where lawful)
- Object to processing for legitimate interests
- Request restriction of processing
- Withdraw consent at any time (where processing is based on consent)

To exercise your rights, contact: reception@hall-orchard.leics.sch.uk.

9. Data Security

We take appropriate technical and organisational measures to protect your personal data against unauthorised access, disclosure, or loss.

10. Changes to This Notice

We may update this Privacy Notice from time to time. The latest version will always be available on our website or on request.