



DARELL PRIMARY AND NURSERY SCHOOL

Privacy (Fair Processing) Notice: How we use job applicants' information

Under data protection law, individuals have a right to be informed about how the school 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 for roles at our school. **Darell Primary School** is the 'Data Controller' for the purposes of data protection law. We have appointed **Satswana Ltd** as our Data Protection Officer (DPO).

1. The personal data we will collect and hold

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- **Personal information:** Name, date of birth, NI number.
- **Contact details:** Telephone number, email address, postal address.
- **Documentation:** Copies of right to work documentation and evidence of qualifications.
- **References:** Contact details and content of references.
- **Employment records:** Work history, job titles, training records, and professional memberships.
- **Pre-employment checks:** Information from background checks, including criminal record (DBS) and **publicly available online searches** (as per KCSIE guidance).
- **Protected characteristics:** Race, ethnicity, religious beliefs, sexual orientation (for equality monitoring).
- **Medical information:** Disability and access requirements.

2. Why we collect and process this data

The purpose of processing this data is to:

- Manage staff recruitment and enter into a contract with you.
- Fulfil legal obligations (e.g., checking eligibility to work in the UK).
- Establish relevant experience and qualifications.
- **Facilitate safer recruitment:** As part of our safeguarding obligations, including carrying out online searches on shortlisted candidates.
- Enable equalities monitoring and provide appropriate access arrangements.

3. Our lawful basis for using this data

We process this data under the following **UK GDPR** sections:

- **Contract:** Processing is necessary to take steps at your request prior to entering into a contract.
- **Legal Obligation:** Processing is necessary to comply with the law (e.g., Safeguarding/Education Acts).
- **Public Task:** Processing is necessary for the performance of a task carried out in the public interest.

For **Special Category Data** (sensitive info), we rely on:

- Explicit consent.
- Employment, social security, and social protection law.

4. How we store and share this data

- **Retention:** If unsuccessful, we hold data for **6 months** post-recruitment. If successful, data is transferred to your personnel file.
- **Sharing:** We share data with former employers (references), background check providers, our Local Authority, and professional advisers.
- **International Transfers:** We ensure any data stored outside the UK/EEA has equivalent protections (Standard Contractual Clauses).

5. Your Rights

You have the right to a **Subject Access Request (SAR)**, the right to rectification, erasure ("right to be forgotten"), and the right to object to processing. To exercise these, contact our **Data Protection Lead**.

6. Contact & Complaints

School Data Protection Lead:

- Email: info@darell.richmond.sch.uk | Phone: 0208 876 6721

Data Protection Officer (DPO):

- Satswana Ltd: info@satswana.com | 01252 759177

Regulator:

- Information Commissioner's Office (ICO): <https://ico.org.uk/concerns/>

Section	Change Description	Reason
Section 1 & 2	Added specific mention of "publicly available online searches."	To comply with Keeping Children Safe in Education (KCSIE) statutory requirements.
Section 3	Explicitly referenced UK GDPR terminology.	Modernizing terminology post-Brexit/Data Protection Act 2018.
Section 8	Simplified wording regarding International Transfers.	Clarifying that UK/EEA share equivalent adequacy status.
Section 11/12	Standardized contact formatting.	To improve scannability for applicants.
Status Table	Updated Dates to Jan 2026 (Current) and Jan 2027 (Next).	Standard annual review cycle.

Status	Details
Reviewed by	Data Protection Officer
Last review	Jan 2026
Next Review	Jan 2027