

## **Recruitment Privacy Notice:**

This privacy notice covers and sets Wootton Park Academy Trust's approach to how we handle personal data when you apply for a job.

The data controller for the School is The Principal – a data controller determines how and why personal data can be processed. Policies in relation to GDPR are available on our the School's [website](#).

## **Categories of data collected / processed**

In connection with your application (made via TES), the School will collect, use and store the following categories of personal data about you:

- The data you have provided on our application form, including name, title, address, telephone number, personal email address, national insurance number, DfE number (where applicable) gender, employment history, qualifications, education, professional memberships, educational achievements.
- Any data you provide us during interviews.
- Any personal data provided to us about you by your referees.

The following information is collected for equal opportunities monitoring but not used to make decisions to appoint (date of birth, nationality, ethnic background, sexual orientation, religion/beliefs and disabilities)

We collect personal data about applicants from the following sources:

- Your named referees, from whom we collect the following categories of data: full name, periods of previous employment, performance during previous employment.

## **Why the data is collected (purpose)**

We will use the personal data we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out background and reference checks.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

## **How the data is used (processed)**

Having received your application and covering letter, we will then process that data to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is suitable to invite you for an interview. If we decide to call you for an interview, we will use the data you provide to us at the interview along with any other tasks conducted as part of the selection process to decide whether to offer you the role. If we decide to offer you the role, we may then take up references and/or any other check before confirming your appointment.

Information may be shared with personnel involved in the selection process; the Principal, staff involved in the decision-making process and Human Resources. All information is returned to Human Resources.

## **The lawful basis for processing the data (where applicable)**

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our School to appoint a suitable candidate to that role.

We also need to process your personal data to decide whether to enter into a contract with you.

## **How the data is stored and how long for, and how security is ensured**

Information gathered from job applications are stored in accordance with the School's [Information Audit](#).

**Who / which organisations data is shared with and why**

Wootton Park Academy Trust request applications are made via TES, this means that your personal data is also processed by TES (the 'data processor') on behalf of Wootton Park School.

Information on how TES processes your personal data is available on TES website: [TES privacy notice](#).

**Individuals rights over their data (including right of access) Contact details (for queries)**

Should you have further questions on how your information is processed please contact [HRServices@woottonparkschool.org.uk](mailto:HRServices@woottonparkschool.org.uk).  
For further information on TES process your information, contact details are available on their [website](#).