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RECRUITMENT PRIVACY NOTICE 2026

PRIVACY NOTICE – JOB APPLICANTS

1. What is the purpose of this document?

1.1. This notice explains how we collect, use, store and share personal information about people who apply to work at Haberdashers' Abraham Darby, including as employees, workers, volunteers and contractors. It makes you aware of how and why your personal data will be used for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with the information that must be provided under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

1.2. The data controller is Haberdashers' West Midlands Academies Trust, Haberdashers' Adams, High Street, Newport, Shropshire TF10 7BD, registered with the Information Commissioner's Office under registration number Z1334199. This means the Trust is responsible for deciding how your personal information is held and used.

1.3. If you are appointed, our Privacy Notice for Staff will apply to you from the start of your employment or engagement.

2. Data protection principles

2.1. We will comply with data protection law and principles, which means that your data will be:

2.1.1. Used lawfully, fairly and in a transparent way.

2.1.2. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

2.1.3. Relevant to the purposes we have told you about and limited only to those purposes.

2.1.4. Accurate and kept up to date.

2.1.5. Kept only as long as necessary for the purposes we have told you about.

2.1.6. Kept securely.

3. The kind of information we hold about you

3.1. In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

3.1.1. The information you have provided to us in your application form, supporting statement, curriculum vitae and covering letter, including your name, contact details, employment history, qualifications and referees.

3.1.2. Any information you provide to us before or during an interview, including interview notes and the outcomes of any lesson observation or task.

3.1.3. Any information you have provided to us if you have been required to sit a psychometric, numeracy or other test.

3.1.4. Information needed for pre-employment checks, such as proof of identity, right to work in the UK, qualifications and references.

3.1.5. The results of any online search carried out on shortlisted candidates (see section 4.1.6).

3.2. We may also collect special category data and information about criminal convictions and offences, as explained in section 7.

4. How is your personal information collected?

4.1. We collect personal information about candidates from the following sources:

4.1.1. You, the candidate.

4.1.2. Recruitment agencies and recruitment websites through which you apply, from which we collect the following categories of data: name and professional profile, e.g. employment history and qualifications.

4.1.3. Your named referees, from whom we collect the following categories of data: your role, dates of employment, a general indication of your performance and suitability, and any safeguarding concerns or disciplinary matters, as required by Keeping Children Safe in Education.

4.1.4. The Disclosure and Barring Service (DBS), for an enhanced DBS check, including a check of the children's barred list where the role requires it.

4.1.5. The Teaching Regulation Agency, for prohibition from teaching checks and, where applicable, section 128 management checks.

4.1.6. Publicly available information online. As part of shortlisting, and in line with Keeping Children Safe in Education, we may carry out an online search on shortlisted candidates to identify any issues we may wish to explore with you at interview.

4.1.7. Our occupational health provider, where we need to check your fitness for the role after a conditional offer has been made.

5. How we will use information about you

5.1. We will use the personal information we collect about you to:

5.1.1. Assess your skills, qualifications, and suitability for the role.

5.1.2. Carry out safer recruitment, background and reference checks.

5.1.3. Communicate with you about the recruitment process.

5.1.4. Keep records related to our hiring processes.

5.1.5. Comply with legal or regulatory requirements, including safeguarding, right to work and equality law.

5.2. Our lawful basis for this processing is that it is necessary to take steps, at your request, before entering into a contract of employment or a contract for services with you (Article 6(1)(b) UK GDPR); to comply with our legal obligations, including safer recruitment and right to work checks (Article 6(1)(c)); and to perform our public task of running the school (Article 6(1)(e)).

5.3. Having received your application form, supporting statement, covering letter and CV (if you have submitted one), we will process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you are shortlisted, we will take up references, normally before interview, and may carry out an online search. If we invite you to interview, we will use the information from the interview and any assessments to decide whether to offer you the role. Any offer will be conditional on satisfactory pre-employment checks.

6. If you fail to provide personal information

6.1. If you fail to provide information when requested which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. If you do not provide the information needed for our safer recruitment checks, such as references, identity documents or DBS information, we will not be able to appoint you.

7. How we use particularly sensitive personal information

7.1. Special category data is more sensitive personal information, such as information about health, race, ethnic origin, religious or philosophical beliefs and sexual orientation. We will use it in the following ways:

7.1.1. We will use information about disability or health to consider whether we need to provide appropriate adjustments during the recruitment process, for example during a test or interview. This is necessary to meet our obligations under employment law (Article 9(2)(b) UK GDPR and Schedule 1, paragraph 1 of the Data Protection Act 2018).

7.1.2. We will use information about your race or national or ethnic origin, religious or philosophical beliefs, sexual orientation or disability to carry out equal opportunities monitoring and reporting. Providing this information is optional. It is kept separately from your application and is not seen by the shortlisting or interview panel (Article 9(2)(g) and Schedule 1, paragraph 8 of the Data Protection Act 2018).

7.1.3. If we make you a conditional offer, we will use health information from you or our occupational health provider to check that you are fit to carry out the role, with any reasonable adjustments (Article 9(2)(b) and 9(2)(h)).

7.2. Because our roles involve working with children, we are required to ask shortlisted candidates about criminal convictions and to carry out an enhanced DBS check, including a children's barred list check where the role requires it. We process this information to meet our safeguarding obligations under Keeping Children Safe in Education, as permitted by Schedule 1 of the Data Protection Act 2018 (paragraph 1, employment, and paragraph 18, safeguarding of children and individuals at risk).

7.3. We process special category and criminal offence data in line with our Appropriate Policy Document.

8. Automated decision-making

8.1. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

9. Data sharing

9.1. We may share your personal information with:

9.1.1. Recruitment agencies, only where that was the original source of your application, for the purposes of processing your application.

9.1.2. Your referees, in order to request references.

9.1.3. The Disclosure and Barring Service and our DBS umbrella body APCS to carry out DBS checks.

9.1.4. The Teaching Regulation Agency, to carry out prohibition and section 128 checks.

9.1.5. Our occupational health provider, where needed after a conditional offer.

9.1.6. The Trust's central HR team and the governors or trustees involved in the appointment.

9.1.7. Our recruitment and IT service providers, such as online application platforms.

9.2. All our third-party service providers are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow them to use your personal data for their

own purposes, and only permit them to process it for specified purposes and in accordance with our instructions.

10. Data security

10.1. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality.

10.2. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

11. Data retention

11.1. If you are unsuccessful, we will retain your personal information for one year after we have communicated our decision to you. We retain it for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

11.2. If you are appointed, the information collected during the recruitment process will be transferred to your personnel file and retained in line with our Privacy Notice for Staff and Records Retention Policy.

11.3. If we would like to keep your details to consider you for future vacancies, we will ask for your consent first. If you agree, we will keep your details for no longer than one year, and you can withdraw your consent at any time.

11.4. The results of online searches are only kept where they are relevant to our recruitment decision, and are otherwise deleted once the recruitment process is complete.

12. Rights of access, correction, erasure, and restriction

12.1. Under certain circumstances, by law you have the right to:

12.1.1. Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.

12.1.2. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.

12.1.3. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it.

12.1.4. Object to processing of your personal information where we are relying on public task and there is something about your particular situation which makes you want to object to processing on this ground.

12.1.5. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

12.1.6. Request the transfer of your personal information to another party, where this applies.

12.1.7. Withdraw your consent at any time, where we are relying on consent.

12.2. If you want to exercise any of these rights, please contact our Data Protection Officer in writing (details below). We will normally respond within one month.

13. Contact Details and Complaints

13.1. We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact our Data Protection Lead or Data Protection Officer (details below).

13.2. If you are unhappy with how we have collected or used your personal information, please raise this with us first by writing to our Data Protection Officer. We will acknowledge your complaint within 30 days and tell you the outcome without undue delay.

13.3. If you are not satisfied with our response, you can complain to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues. Report online: https://ico.org.uk/make-a-complaint/ or call 0303 123 1113 or write to Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

13.4. Contact details:

Data Protection Lead
Mr R Slack
Haberdashers' Abraham Darby
Ironbridge Road, Madeley, Telford TF7 5HX
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Email: rob.slack@taw.org.uk

Data Protection Officer
Mr Rob Montgomery – Governance & Audit Mgr
Telford & Wrekin Council
Darby House, Telford TF3 4JA
Tel: 01952 383103
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