Privacy Notice for Applicants – How we use your information

2026/2027

As part of any recruitment process, we collect and process personal data relating to job applicants. The School is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

Who are we?
The Avon Valley School and Performing Arts College is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

The Avon Valley School and Performing Arts College is registered as the Data Controller with the Information Commissioner's Office (ICO); Registration Number: Z4839490

You can contact the school Data Protection Coordinator (Tracy Hunt) in writing at:

The Avon Valley School and Performing Arts College,
Newbold Road,
Rugby,
Warwickshire.
CV21 1EH

or via email: admin@avonvalleyschool.uk

What is a Privacy Notice?
A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants.

What is Personal Information?
Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information relates to personal information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

What personal information do we process about applicants?
We process data relating to those applying to work at our school. Personal data that we may process (collect, store, use and share) about you, but is not restricted to:

- The information you have provided on our application form, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, skills, experience, professional membership
- Information about your current level of remuneration, including benefit entitlements
- The information you have provided to us in your CV and/or covering letter
- Any information you provide to us during an interview

- Any information you provide to us as part of any test or assessment
- Information obtained from publicly accessible social media and online sources on shortlisted candidates. Any incidents or issues that have happened and are publicly available online might be explored with the applicant at interview. Any information gathered will be treated as confidential and will only be used in relation to the post applied for.
- Information about your entitlement to work in the UK; and copies of any passport, immigration or visa documentation
- Information provided to us by your referees

Where you have provided us with named referees on your application form, we shall assume that they have given their consent to being approached by us.

We may also collect, hold and share "special category" personal information:

- Information such as gender, age, ethnic group, sexual orientation and religious belief
- Information about your health including any medical condition, health or sickness records
- Any disability for which the School needs to make reasonable adjustments during the recruitment process
- Any information you provide to us during the interview process

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and local authorities, and the Disclosure and Barring Service in respect of criminal offence data.

How is your personal information collected?
We collect personal information about candidates from the following sources:

- You, the job applicant
- Online searches as part of due diligence (on short-listed candidates)
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children (once a job offer has been made)
- Teaching Regulation Agency in respect of prohibition from teaching checks (for teaching roles)
- Department of Education in respect of Section 128 checks (for management positions)
- Overseas criminal records check (where applicable for candidates who have lived or worked outside the UK)
- From former employers or those providing us with a reference

For what purposes do we use personal information?

We will use your personal information to:

- Assess your skills, qualifications and suitability for the role
- Carry out background checks
- Communicate with you about the process
- Request information on source of recruitment/effectiveness of advertising methods
- Keep records
- Comply with legal or regulatory requirements

We need to process your personal data in order to decide whether to enter into a contract of employment with you and, if applicable, to enter into a contract with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

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. For example, if we require references for this role and you fail to provide us with the relevant details, we will not be able to take your application further.

In most cases, the School needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicants' eligibility to work in the UK.

For most roles, the School is obliged to seek information about criminal convictions and offences (including those otherwise deemed to be "spent"). Where the School seeks this information, it does so because it is necessary for it to comply with employment and safer recruitment statutory guidance.

The School may also need to process data from job applicants to respond to and defend against legal claims.

The School processes health information if it needs to make reasonable adjustments to the recruitment processes for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to equality in recruitment and employment.

Where the School processes other special categories of data, such as information about ethnic origin, sexual orientation, religion or belief, age and gender, this is done for the purposes of equality monitoring and reporting with the explicit consent of job applicants, which can be withheld or withdrawn at any time.

Collecting applicant information
Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you can request to withdraw consent if you wish to do so.

Who might we share your information with?
We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Your information will be shared internally for the purposes of the recruitment process. This may include:

- Members of the HR and recruitment team
- Managers involved in the recruitment process
- Senior staff in the department with a vacancy
- Leadership Team members
- Governors and external advisors to the appointment panel (if required)

If your application for employment is successful and the School makes you an offer of employment, the School will then share your data with relevant third parties to complete the recruitment and vetting process for example, the Disclosure and Barring Service, Local Authority.

What do we do with your information/How is it stored?
All personal information is held in a manner which is compliant with Data Protection legislation (GDPR). Personal information is only processed for the purpose it was collected. Data will be stored in a range of different places, including on your application record, in HR recruitment files and on IT systems (including email).

The School takes the security of your data seriously. Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised

way. Procedures are also in place to deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

How long do we keep your information for?
In retaining personal information, the school complies with the Retention Schedules provided by the Information Record Management Society. The schedules set out the Statutory Provisions under which the school is required to retain the information.

A copy of those schedules can be located using the following link:
http://irms.org.uk/page/SchoolsToolkit

If your application for employment is unsuccessful, the School will hold your data on file for 6 months after the end of the relevant recruitment process. The School may ask for your consent to retain your personal data on file in case there are future employment opportunities for which you may be suited. If you agree, the School will hold your data on file for a further 6 months for consideration for future employment opportunities (as part of our Talent Pool). At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in the School Privacy Statement for Staff.

Transferring data internationally
Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with data protection law.

What are your rights with respect to your personal information?

You are under no statutory or contractual obligation to provide data to the School during the recruitment process. However, if you do not provide the information, the School may not be able to process your application properly or at all.

You are under no obligation to provide information for equality monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Under data protection law, applicants have the right to request access to information about them that we hold. To make a request for your personal information contact the School Data Protection Officer at Warwickshire Legal Services via email at schooldpo@warwickshire.gov.uk or alternatively;

School Data Protection Officer
Warwickshire Legal Services
Warwickshire County Council
Shire Hall
Market Square
Warwick
CV34 4RL

****Please ensure you specify which school your request relates to**.

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at https://ico.org.uk/concerns/

Review

The content of this Privacy Notice will be reviewed annually, with the next review due in September 2027