



**OUNDLE**

School



**Laxton  
Junior School**

OUNDLE

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## Privacy Notice for Applicants

*The Corporation of Oundle School includes both Oundle School, a boarding and day School for pupils aged 11 – 18 and Laxton Junior School (LJS), a day School for pupils aged 4 - 11. This policy applies equally to both Schools and any reference to 'the School' relates to both Oundle and LJS.*

This is a non-contractual policy and it may be amended by the School from time to time as appropriate, for example in order to incorporate changes in law or in line with best practice. It is the responsibility of the Human Resources department to ensure this policy is regularly reviewed by the Leadership Team and that key changes are highlighted and communicated to the consultative committees across the School as applicable.

### Introduction

As part of any recruitment process, the School collects and processes personal data relating to job applicants. The School is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations.

The School is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used.

### What is personal data?

Personal data is information that identifies you as an individual. This includes contact details, next of kin and financial information. We may also hold information such as your religion or ethnic group.

### Data Protection Principles

The School will comply with data protection law and principles, which means that your personal data will be:

- Used lawfully, fairly and in a transparent way
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes we have told you about
- Kept securely.

### What information does the School collect?

The School collects and processes a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements

- information about your health, including whether or not you have a disability for which the School needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- information about criminal convictions and offences
- Information obtained through online searches undertaken as part of the recruitment process
- any information you provide to us during your interview, and
- equal opportunities and diversity monitoring data such as ethnicity, nationality, race, religion, gender, disability, sexual orientation, marital status and gender reassignment.

### **How does the School collect personal data?**

The School collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The School will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks including from the Disclosure and Barring Service (DBS). The School will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

### **How does the School use your personal data?**

The School uses your personal data to administer its obligations under your employment contract and to comply with legislation where required. This includes:

- to aid selection processes e.g., to demonstrate you have the required skills or experience
- communication with you e.g., inviting you to attend an interview
- to conduct background checks and reference checks, and
- to keep records relating to the hiring process.

The School will use your particularly sensitive personal information in the following ways:

- information about your health will be used to make any adjustments necessary to support you in attending interview or any other part of the recruitment process, and
- information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation will be used to monitor equal opportunities and diversity as part of our recruitment process.

### **Information about criminal convictions**

The School envisages that we will process information about criminal convictions as part of the recruitment process.

We will collect information about your criminal convictions history if we would like to offer you the role (conditional on checks and any other conditions, such as references, being satisfactory). We are required to carry out a criminal record check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

We have in place an appropriate policy document and safeguards which we are required by law to maintain when processing such data.

### **Why does the School need to process your personal data in this way?**

The School needs to process data to take steps at your request prior to entering into a contract with you. The School is permitted to process your personal data in this way, in compliance with data protection legislation, by relying on one or more of the following lawful grounds. The processing is necessary:

### To ensure compliance with legal and regulatory obligations

In some 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 candidate's entitlement to work in the UK. For all roles within the School, it is necessary to carry out criminal records checks to ensure that individuals are permitted to undertake the role for which they are employed.

### For the purposes of the School's legitimate interests

In other cases, the School has a legitimate interest in processing personal data before the commencement of an employment relationship. These legitimate interests are:

- to allow the School to maintain accurate recruitment records
- to assess an individual's suitability for work and to determine to whom to offer employment
- for defence against potential legal claims, and
- to allow equal opportunities and diversity monitoring.

Where the School relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of applicants and has concluded that they are not.

### For the purposes of protecting your vital interests

In such situations as a medical emergency, where the priority will be to get you the most appropriate help.

## **Who has access to your personal data?**

Your information will be shared internally solely for the purposes of the recruitment exercise. This includes members of the HR and recruitment teams, interviewers involved in the recruitment process, managers in the business area with the relevant vacancy if access to the data is necessary for the performance of their roles. It may also be shared with necessary Support Services staff, where access to the data is necessary for the performance of their roles.

The School shares your data with third parties in order to obtain pre-employment references from other employers and obtain necessary criminal records checks from the Disclosure and Barring Service.

As required, the School will also share data with professional advisers (e.g., lawyers, insurers, accountants, search consultancy); government authorities (e.g. the Department for Education, police, local authority) and appropriate regulatory bodies (e.g. the Teaching Regulation Agency, formerly the NCTL, the Independent Schools Inspectorate, the Charity Commission, the Boarding Schools Association). The School will also share data with the relevant statutory authorities in relation to any alleged safeguarding concerns.

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 our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

## **How does the School protect your data?**

The School takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Paper files are retained in locked cabinets, with access limited to the HR department and interviewers involved in the recruitment process. Electronic Data is held on the School's own internal servers, with access restricted to the HR department.

Where the School engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

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.

### **How long does the School keep your data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months after the end of the relevant recruitment process. We retain your personal information 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. At the end of that period your data is deleted or destroyed in a secure manner.

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 a new privacy notice.

### **Your rights?**

As a “data subject”, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the School to change incorrect or incomplete data
- require the School to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the School is relying on its legitimate interests as the legal ground for processing, and
- ask the School to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the School's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Bursar.

Please note, the right of access is limited to your own personal data and certain data is excluded from the right of access, e.g., information which is subject to legal privilege.

If you have a concern about the way the School is collecting or using your personal data, we ask that you raise the concern with us (via [bursar@oundleschool.org.uk](mailto:bursar@oundleschool.org.uk)) in the first instance. Alternatively, you can contact the Information Commissioner’s office at <https://ico.org.uk/concerns>.

### **What if you do not provide your personal data?**

You are under no statutory or contractual obligation to provide data to the organisation 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.

### **Automated decision making**

Recruitment processes and our decisions are not based solely on automated decision-making.

**Data Controller:** The Corporation of Oundle School, Church Street, Oundle, Peterborough PE8 4EE.

**Data Protection Compliance Manager:** The Bursar, Oundle School.

**Email:** [bursar@oundleschool.org.uk](mailto:bursar@oundleschool.org.uk)

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