

Batchwood School – Privacy Notice for Job Applicants

Last updated: July 2026

1. Who we are

Batchwood School is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Mrs Katie Harris.

2. What personal data we collect

As part of any recruitment process, we collect and process personal data relating to job applicants, including:

- name, address and contact details;
- details of qualifications, skills, experience and employment history;
- information about current salary and benefits;
- whether or not you have a disability for reasonable adjustments;
- information about your entitlement to work in the UK;
- equal opportunities monitoring information including ethnicity, gender, religion, sexual orientation.

3. Why we collect and use your personal data

We use this information to: assess your suitability for the role; carry out background and reference checks; communicate with you about the recruitment process; keep records related to hiring; comply with legal or regulatory requirements.

4. Our lawful basis for using this data

We process applicant data to take steps at your request prior to entering into a contract. We also need to process data to comply with legal obligations, such as eligibility to work checks. We have a legitimate interest in processing data during recruitment to manage the process and decide who to appoint. For special category data, we rely on employment law obligations and substantial public interest.

5. Collecting this information

While the majority of information we collect is mandatory, there is some information that can be provided voluntarily. Whenever we seek to collect information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

6. How we store this data

If your application is unsuccessful, we will keep your data for 6 months after the recruitment process ends. If you are appointed, your data will be transferred to your personnel file and retained as per the staff privacy notice.

7. Who we share this data with

We will not share your data with third parties unless your application is successful and we make you an offer. We will then share data with former employers for references, employment background check providers, and the DBS for criminal records checks.

8. International transfers of personal data

Where we transfer personal data to a country or territory outside the UK, we will do so in accordance with UK data protection law. We ensure appropriate safeguards are in place, such as the International Data Transfer Agreement (IDTA).

9. Your rights regarding personal data

As a data subject, you have rights to access, rectification, erasure, restriction, objection and data portability. Contact the DPO to exercise these rights.

10. Complaints

We take any complaints about our collection and use of personal information very seriously. If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.

To make a complaint, please contact our Data Protection Officer.

Data Protection Officer: Mrs Katie Harris

Email: gdprkharris@gmail.com or admin@batchwood.herts.sch.uk

School contact: head@batchwood.herts.sch.uk

Alternatively, you can make a complaint to the Information Commissioner's Office:

Report a concern online at <https://ico.org.uk/make-a-complaint/> Call 0303 123 1113 or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

This notice is based on the Department for Education's model privacy notice, amended to reflect the way we use data in this school.