

Privacy Notice – Applicants

Date: November 2025

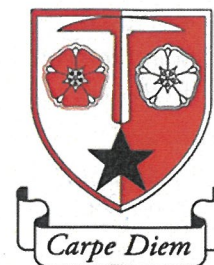
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Introduction

Audenshaw School must process your personal data when you apply for a job role with us in order to review your application and assess your suitability for the role in question. To meet our obligations under the UK General Data Protection Regulation (UK-GDPR), we must inform you about how and why we process your personal data; this information is outlined in the following privacy notice.

Data Controller

The school is the 'Data Controller' for the personal information that we process about you during the recruitment process. This means that we are responsible for your data and make decisions on how it is used.

Data Protection Officer

The school has appointed a Data Protection Officer (DPO) who is responsible for overseeing compliance with the relevant data protection legislation. Our DPO provides support to the school and acts as the first point of contact for any questions or queries regarding data protection. Our DPO is Mrs Monks who can be contacted on:

T: 0161 336 2133 | E: monkss@audenshawschool.org.uk

What personal data do we process about you and why we need it?

Application Stage:

We collect the following personal data directly from you as part of your application to assess your suitability for the role and fulfil our employment, equality and safeguarding obligations:

- Name & contact details
- D.O.B and NI number
- Gender, ethnicity and religion
- Education history and qualifications
- Employment history
- Medical conditions or disabilities that may affect your employment.
- Details of any criminal convictions you wish to make us aware of.
- Referee details
- Personal statement

Shortlisting:

If you are shortlisted for a position, we will collate the following personal information to support with our interview and selection process:

- Interview notes & correspondence with you
- References that include details of your conduct, any grievance or performance issues, appraisals and attendance.
- Pre-employment checks

Selection:

If your application is successful and a conditional offer is made, you will be subject to a number of pre-employment checks which will be recorded as part of your recruitment record. The school will collate the following pre-employment check records where applicable:

- Photographic ID: proof of identity
- Evidence of Qualifications: certificates etc to confirm suitability.
- DBS: safeguarding and security.

Personal data is stored securely on site. Records kept in electronic format are stored securely on carefully selected databases and systems that are fully encrypted with password protection and two factor authentication utilised where available. Physical records are kept in locked cabinets within locked offices and archive rooms; key access is strictly limited depending upon role.

If we must transfer your data to third parties, we will ensure this is done so using secure transfer methods.

School staff and those third parties accessing key records are subject to DBS checks and strict confidentiality agreements.

Who do we share your personal information with

The school does not routinely share your personal data with any third parties unless your application is successful, at which point your data will be exchanged with the following third parties where applicable:

- DBS provider
- Occupational Health provider
- Government (checking eligibility to work in education).

From time to time, the school is subject to statutory and non-statutory audits. As part of this process, auditors will perform random checks on our records to ensure that we comply with best practice standards in recruitment; your personal data may be reviewed as part of such audits.

We only provide the limited amount of data necessary to fulfil each activity respectively. Any third parties with whom we share data are subject to a compliance check to ensure they meet the same high standards of data protection compliance and security as the school.

We do not process recruitment records outside of the UK unless the law or our policies require us to do so. In such circumstances, we will ensure the relevant safeguards are in place and data protection standards are complied with fully.

What are your rights?

Under the UK-GDPR, you have a right to access the personal data that we hold about you by making a subject access request (SAR). If you make a SAR and we do process the data you have requested access to, we will:

- Give you a description of it.
- Explain why we are processing it and how long we will hold it.
- Explain where we collected the data if not from you.
- Outline if the data has been or will be shared with any other parties.
- Inform you if any automated decision making has been applied to the data and provide any consequences of this.
- Provide you with a copy of the data in an intelligible form.

Along with the right to access your personal data, you also have the following rights under the UK-GDPR:

- The right to ask us to rectify any personal information you feel is inaccurate or incomplete.
- The right to ask us to erase your personal data in certain circumstances.
- The right to ask us to restrict the processing of your personal data in certain circumstances.
- The right to object to the processing of your personal data in certain circumstances
- The right to ask us to transfer the personal data you provided to another organisation in certain circumstances.

If you would like to exercise any of your rights, please contact the school office in the first instance.

A response will be provided to you within one calendar month. The school reserves the right to extend the response time by a further two calendar months if your request is complex, we will however inform you of any intention to extend within the first month. Please note that while statutory timescales continue to apply during school holidays, responses may take slightly longer to process due to limited staff availability. We will always make every reasonable effort to respond as promptly as possible.

Complaints

If you have any concerns at all about how we process your personal data, please contact us in the first instance so that we can help resolve any issues.

You can also complain to the Information Commissioners Office (ICO) if you are unhappy with how we have used your data:

Information Commissioners Office