THE WHITE HILLS PARK TRUST

Privacy Notice for Job Applicants

Scope:	**Applicable to all Trust Schools**
Review date:	**Spring 2027**
Statutory or non-statutory:	**Statutory**
Author/Reviewer:	**James Macdonald (COO)**

Version Control

Version	Author	Date	Changes
1.0	James Macdonald	Summer 2026	Reformatted and updated previous notice.

Introduction

The White Hills Park Trust ("the Trust", "we", "our", or "us") is the Data Controller for the personal information that is collected and processed about individuals by the Trust or our academies.

Under data protection law, individuals have a right to be informed about how the Trust uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' to individuals where we are processing their personal data.

The Trust is committed to ensuring that personal data is handled appropriately and in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018 and other relevant legislation.

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Purpose of this notice

This privacy notice has been written to inform job applicants applying for roles at The White Hills Park Trust about how and why we process their personal data.

Who are we?

The White Hills Park Trust is a 'Data Controller' as defined by Article 4 (7) of UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.

The Trust has appointed John Walker to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the Trust is compliant with UK GDPR and to oversee data protection procedures. The contact details are:

PHP Law,
Unit 3, The Brutus Centre
Station Road
Totnes, Devon
TQ9 5RW

Email: questions@phplaw.co.uk

Telephone: 0300 303 4360

What information do we collect and why do we require it?

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Personal identifiers (your name, address, date of birth, National Insurance number etc.);
- Previous job experience, qualifications and record (including employment references at shortlisting stage);
- Information about your ethnicity, disability, religious beliefs and sexual orientation (for the purposes of equality and diversity monitoring);
- Information about any criminal convictions you have;
- Where relevant, information about your prohibition from teaching in the UK or European Economic Area
- Where relevant, information about you and members of your household in relation to disqualification from providing childcare under the Childcare Act 2006;
- Information about your right to work in the UK;
- Relevant medical information which affects your employment.
- Photographs and CCTV images captured in school

The information collected helps us to fulfil our statutory requirements during the process, including those set out in 'Keeping Children Safe in Education' in addition to other guidance and regulations.

We need to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts. We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims. The Trust may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment. Where the trust processes other special categories of data, such as information about ethnic origin, sexual orientation, disability or religion or belief, this is for equal opportunities monitoring purposes only. For some roles, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. The Trust will not use your data for any purpose other than the recruitment exercise for which you have applied.

We do not currently process any personal data through automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices in order to explain the processing to you, including your right to object to it.

Who do we obtain your information from?

Much of the information we process will be obtained directly from you, the applicant, during the application process. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- The Disclosure and Barring Service (DBS)
- The Local Authority
- Ofsted
- The Police and/or other law enforcement organisations
- Previous employers
- Local Health and Social Care providers

Who do we share your personal data with?

Your information will only be made available internally to those who need it to perform the functions of their office or do their job in relation to your application or the recruitment exercise. This includes members of the HR and recruitment team, shortlisting and interview

panel members involved in the recruitment process (this may include external panel members), and IT staff if access to the data is necessary for the performance of their roles.

The Trust will not share your data with third parties, unless your employment application is successful and it makes you an offer of employment. As well as circulating your application and related materials to the appropriate and relevant staff within the Trust and our schools, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Disclosure & Barring Service (DBS) in order to administer relevant recruitment checks and procedures.
- UK Visas & Immigration (UKVI) in order to administer relevant recruitment checks and procedures.
- Where relevant and as required for some posts, the Teacher Regulation Authority checks

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 would go about withdrawing consent if you wish to do so.

Do we transfer your data outside of the UK?

The Trust seeks to ensure that personal data is processed within the UK. Where information is processed outside the UK, we ensure that appropriate safeguards are in place as required by UK GDPR.

How long do we keep your personal data for?

We will keep your data in line with our Records Retention Policy. Most of the information we process about you will be retained as determined by statutory obligations. Any personal information which we are not required by law to retain will only be kept for as long as is necessary to fulfil our organisational needs. We will dispose of your personal data securely when we no longer need it. We keep applicant data for a period of up to 6 months if an applicant is not successful.

What is our lawful basis for processing your personal data?

The trust is required to process your personal data and your special category data to take necessary steps to enter into an employment contract. The trust is also legally required to collect some information as defined by employment law.

As such the Trust relies on Article 6(1)(b) and Article 9(2)(b) of the UK GDPR to process your personal and special category data. This is in pursuance with Schedule 1, Part 1 (1)(1)(a) of

the Data Protection Act 2018 – this means that the Trust can process your data as part of the official authority vested in us by the above legislation.

We will also seek your consent under Article 6(a) of the UK GDPR to conduct online checks of your social media accounts at the shortlisting stage.

What rights do you have over your data?

Under UK GDPR, individuals have the following rights in relation to the processing of their personal data:

- to be informed about how we process your personal data. This notice fulfils this obligation.
- to request access to your personal data that we hold, and be provided with a copy of it.
- to request that your personal data is amended if inaccurate or incomplete.
- to request that your personal data is erased where there is no compelling reason for its continued processing.
- to request that the processing of your personal data is restricted.
- to object to your personal data being processed.

If you wish to exercise any of your data protection rights, or if you have any concerns about the way we have handled your personal data or would like any further information, please contact our DPO:

John Walker
PHP Law,
Unit 3, The Brutus Centre
Station Road
Totnes, Devon
TQ9 5RW

Email: questions@phplaw.co.uk
Telephone: 0300 303 4360

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow, Cheshire
SK9 5AF

Website: https://www.ico.org.uk
Telephone: 0303 123 1113