



## **Privacy Notice (How we use applicant information)**

This Privacy Notice has been written to inform prospective employees of Preston Primary Academy Trust what we do with your personal information.

Preston Primary Academy Trust is the 'data controller' for the purposes of data protection law. Our Data Protection Officer (DPO) is Amy Brittan (see 'Contact' below).

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

As part of your job application the Trust will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- your name(s), title, contact details, address, and national insurance numbers
- ID documents
- eligibility to work
- previous employment history
- education and professional qualifications
- membership of professional or government bodies
- referee details
- equalities information (so that we can monitor workplace equality)
- any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- any other relevant information you wish to provide to us

### **Online searches**

As part of the shortlisting process, Keeping Children Safe in Education 2025 (paragraph 225) states that schools and colleges should consider carrying out an online search as part of their due diligence on the shortlisted candidates. The Trust may therefore carry out online searches for candidates. If we carry out a search, we will only search for publicly available information and the search will be carried out by an independent person not on the interview panel, according to the following criteria:

Is there an indication within the online searches that the candidate has:

- harmed or may have harmed a child?
- posted content that is a criminal offence against or related to a child?
- posted content that poses a risk of harm to children?
- posted content that indicates they may not be suitable to work with children (this covers any incident in the candidate's personal life that might be a transferable risk into the workplace)?

All candidates will be searched in the same way, using the same criteria. Evidence of any of the above criteria may mean we raise this at interview with candidates before making a judgement. We will retain records of any online searches for shortlisted candidates with your application records (see 'How we store this data').

### **Why we use it**

We use your data to:

- Assess your suitability for the role
- Validate the information you have provided such as references

### **Our legal basis for using this data**

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing recruitment information are:

- *Article 6 (b) Contract*: The Trust is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract
- *Article 6(c) Legal Obligation*: to follow the statutory guidance for safer recruitment within Keeping Children Safe in Education 2025
- *Article 9(g)*: The School is also legally required to collect some information as defined by employment law (i.e equalities and diversity)

### **Collecting this information**

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

- your nominated referees
- the Disclosure and Barring service
- the local authority

## Data sharing

Generally, we will keep your personal data within the Trust but in some instances may be required to disclose your personal data to:

- third party assessment providers (in order to facilitate your suitability for a role)
- the local authority (who may assist the Trust with the recruitment process)
- our Board of Directors and/or the local governing body

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

## International transfers of personal data

We have audited where we store all the personal data processed in the Trust and by third party services. If a third-party service stores data in the EU or US, we have ensured that safeguards such as standard contractual clauses are in place to allow the safe flow of data to and from the Trust.

## How we store this data

Data held	Retention period
If your job application is successful	Your information will be kept on your personnel file and kept in accordance with other HR retention periods
If your job application is unsuccessful	Your information will be kept for six months

## Your rights

You can request the following from the Trust:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the Trust or Data Protection Officer (details below).

## Complaints

We take any complaints about how we collect and use your personal data very seriously, so please let us know if you think we've done something wrong.

Complaints can be submitted in any format, but it would help us, if you submit them via:

- **Email:** [gdprcomplaints@ppat365.org](mailto:gdprcomplaints@ppat365.org) or [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)
- **Post:** GDPR Complaints, Preston Primary Academy Trust, Kingfisher Drive, Yeovil, Somerset BA22 8FJ
- **Phone:** 01935 676350

You can also complain to the Information Commissioner's Office in one of the following ways:

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

## Contact

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer: [dposchools@somerset.gov.uk](mailto:dposchools@somerset.gov.uk)

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