Bowbrook School

RECRUITMENT PRIVACY NOTICE

Effective from November 2026

BOWBROOK SCHOOL

STAFF/VOLUNTEERS PRIVACY NOTICE

The School is committed to protecting your personal data during the recruitment process. This notice explains how we collect, use, and store your information in line with UK GDPR.

Registered name: Bowbrook House School

We are the controller of your personal data. For more information on controllers and their responsibilities please see visit the ICO for further guidance on data protection principles, definitions, and key terms.

Why We Collect Your Data

We collect personal data to:

- Assess your suitability for employment
- Fulfil legal and contractual obligations
- Maintain accurate recruitment records

What We Collect

We may process:

- Contact details
- CVs and application forms
- Interview notes and assessments
- References and background checks
- Right-to-work documentation

This may be obtained directly from applicants, referees, DBS, the Teaching Regulation Agency, qualification bodies, etc., and safeguarding checks where applicable.

Legal Basis for Processing

The School processes applicant information under one or more of the following lawful bases:

- **Article 6(1)(b) UK GDPR** – processing necessary to take steps prior to entering into an employment contract.
- **Article 6(1)(c) UK GDPR** – processing necessary to comply with legal obligations, including safeguarding, employment and immigration requirements.
- **Article 6(1)(f) UK GDPR** – processing necessary for the School's legitimate interests in recruiting suitable staff and volunteers.
- **Article 9(2)(b) UK GDPR** – processing special category data where necessary for employment, safeguarding or social protection obligations.

- **Schedule 1, Part 1 Data Protection Act 2018** – processing criminal offence data where permitted by law and necessary for safeguarding and safer recruitment purposes.

Your Rights

Under UK GDPR, you have the right to:

- Access your data
- Request corrections
- Request deletion (where appropriate)
- Object to or restrict processing
- Right to data portability (where applicable)
- Right to withdraw consent (if consent is ever relied upon)
- Right to complain to the ICO

ICO Complaint Rights

UK GDPR Articles 13 and 14 require individuals to be informed of their right to complain to the Information Commissioner's Office (ICO).

Information Commissioner's Office (ICO)
Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF
Telephone: 0303 123 1113
Website: https://ico.org.uk

Who We Share Information With

The School may share applicant information with:

- Disclosure and Barring Service (DBS);
- Teaching Regulation Agency (where applicable);
- referees supplied by applicants;
- local authorities and safeguarding agencies where required;
- payroll, HR and recruitment service providers;
- government departments and regulators where required by law.
- Information will only be shared where necessary and lawful to do so

Criminal Records and DBS Checks

Where a role is eligible for a Disclosure and Barring Service (DBS) check, the School will process criminal conviction and safeguarding information in accordance with:

- the Rehabilitation of Offenders Act 1974;
- the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended);
- the Police Act 1997;
- the DBS Code of Practice; and
- Keeping Children Safe in Education (current edition).

Any criminal record information will only be accessed by authorised personnel involved in recruitment and safeguarding.

Retention of Information

- **Unsuccessful applicant** records will normally be retained for up to **12 months** following the completion of the recruitment process.
- **Successful Applicants**: Data is added to your personnel file and retained in accordance with the School's Data Retention Policy.
- DBS certificate information will be retained and disposed of in accordance with the DBS Code of Practice.

Data Transfer

Applicant data is not transferred outside the UK.

Data Security

All records are stored securely and disposed of properly when no longer needed.

Contact Us

For questions or to exercise your rights, contact:

Data Protection Officer: Ruth Hunt. Bowbrook House School - 01905 841 242 Bowbrook House School, Peopleton, PERSHORE, Worcestershire, WR10 2EE

Email -
ruth.hunt@bowbrookhouseschool.co.uk