

## Privacy Notice for Job Applicants



BLOSSOMFIELD  
— Infant School —

### **BLOSSOMFIELD INFANT & NURSERY SCHOOL**

### **BLOSSOMFIELD CHILDCARE**

HOW WE USE YOUR INFORMATION  
2024 - 2025

#### **Who are we?**

Blossomfield Infant and Nursery School is the 'data controller'. This means we are responsible for how your personal information is processed and for what purposes.

Blossomfield Infant and Nursery School is registered as the Data Controller with the Information Commissioner's Office (ICO) - registration number: Z6947120.

You can contact the school as the Data Controller in writing at:  
Blossomfield Infant School, Eastcote Close, Shirley, Solihull B90 3QX or by email:  
[office@blossomfield.solihull.sch.uk](mailto:office@blossomfield.solihull.sch.uk)

#### **What is a Privacy Notice?**

A Privacy Notice sets out to individuals how we use any personal information that we hold about them. We are required to publish this information by data protection legislation. This Privacy Notice explains how we process (collect, store, use and share) personal information about job applicants

#### **What is Personal Information?**

Personal information relates to a living individual who can be identified from that information. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession.

'Special category' personal information reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, trade union membership, the processing of genetic data or biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation.

#### **What personal information do we process about job applicants?**

The categories of applicant information that we collect, hold and share include:

- The information you have provided on your application form, includes – but is not limited to - name, title, address, telephone number, personal email address, date of birth, gender, teacher number, employment history, qualifications, subjects taught and other training and development activities.
- Any test results which arise as part of this application process.
- Information about your current level of remuneration, including benefit entitlements.
- Information provided to us by your referees. Where you have named referees on your application form, we shall assume that they have consented to being approached by us.

We may also collect, hold and share the following “special categories” of more sensitive personal information:

- Information such as gender, age, ethnic group, religious belief, sexual orientation.
- Information about your health, including any medical condition.
- Information about criminal records.
- Information about being barred from working with children or vulnerable people.
- Any information you provide to us during an interview.

## **How is your information collected?**

We collect personal information about applicants from the following sources:

- You, the job applicant.
- Disclosure and Barring Service in respect of criminal convictions and information about being barred from working with children or vulnerable people (once a job offer has been made).
- From former employers (once a job offer has been made).

## **For what purposes do we use personal information?**

We will use your personal information to:

- Assess your skills, qualifications and suitability for the role.
- Carry out background checks.
- Communicate with you about the process.
- Keep records.
- Comply with legal or regulatory requirements.

## **What are the legal reasons for us to process your personal information?**

We need to process your personal data in order to decide whether or not to enter into a contract of employment with you. It is ultimately in our legitimate interests to process personal data during the recruitment process and for keeping records of this process. Actively managing this data allows the recruitment process to be efficient and adequately confirm your suitability for the job.

If you fail to provide the information when requested which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

Information about your disability status may be used to consider where reasonable adjustments need to be made during the recruitment process.

Information about your age, gender, race or national or ethnic origin, religious beliefs and sexual orientation will be used to ensure meaningful equal opportunity monitoring and reporting.

### **Collecting applicant information**

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain information to us or if you have a choice in this.

### **Online checks**

As part of recommendations included in Keeping Children Safe in Education Guidance 2022, we may carry out online checks as part of our recruitment process. The purpose of such checks is to verify the information included in your application for a vacancy at our school and/or to determine whether there are any concerns with regards to your suitability for the role. This means that we will conduct a Google search of your name (and previous names where known).

### **Who might we share your information with?**

We may share applicant information with members of our staff who are involved in the recruitment process, such as the Governors, Headteacher, Teacher, Business Manager or other senior members of staff.

Appropriate security measures have been put in place to prevent personal information being accidentally lost, used or accessed in an unauthorised way.

We will not share your data with third parties, unless your application for employment is successful and an offer has been made. They will only process personal information on our instructions and are subject to a duty of confidentiality.

Procedures are also in place to deal with suspect data security breaches and you will be notified of a suspected breach where we have a legal obligation to do so.

### **What do we do with your information?**

All personal information is held in a manner which is compliant with Data Protection legislation. Personal information is only processed for the purpose it was collected. The School monitors the personal information it processes and will only share personal information with a third party if it has a legal basis to do so.

### **How long do we keep your information for?**

In retaining personal information, the School complies with the Retention Schedules provided by Solihull Council. Please contact the School's GDPR Lead if you require further information.

## **What are your rights with respect to your personal information?**

Under data protection law, Applicants have the right to request access to information about them that we hold. To make a request for your personal information, or to have access to your child's educational record, contact the School Data Protection Officer Linda O'Malley at: [office@blossomfield.solihull.sch.uk](mailto:office@blossomfield.solihull.sch.uk) or alternatively:

School Data Protection Officer  
Warwickshire Legal Services  
Warwickshire County Council  
Shire Hall  
Market Square  
Warwick CV34 4RL

**Please ensure you specify which school your request relates to.**

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress;
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- claim compensation for damages caused by a breach of the Data Protection regulations.

If you wish to withdraw consent at any time, please contact the School's Data Controller Linda O'Malley who will confirm if the lawful basis for using your data permits this.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the School in the first instance or directly to the Information Commissioner's Office at <https://ico.or.uk/concerns>.

## **Review**

The content of this Privacy Notice will be reviewed **17.10.25**