ALTRINCHAM PREPARATORY SCHOOL

Recruitment Privacy Notice

Author:	Mrs Denise Barber – Business Operations Manager
Responsible Person:	Mr Nick Vernon – Headmaster
Date of last review:	November 2026
Summary of changes:	New privacy notice
Date of next review:	November 2027

Data protection privacy notice (recruitment)

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals enquiring about or applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact.

You are being sent a copy of this privacy notice because you are enquiring about a position at the School, or applying to work with us (whether as an employee, worker, or contractor). We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

1. WHO COLLECTS THE INFORMATION

Altrincham Preparatory School ('School') is a 'controller' in relation to personal data and gathers and uses certain information about you. This means that we are responsible for deciding how we hold and use your personal information.

The School's contact details are as follows:

Altrincham Preparatory School
Marlborough Road
Bowdon
Altrincham
WA14 2RR

Telephone number: 0161 9283366
Email address: admin@altprep.co.uk

2. WHO WE COLLECT THE INFORMATION FROM

We obtain information about individuals from a number of different sources, including:

- You, as the individual enquiring about or applying for a position at the School;
- Your referee(s) (as named in your application);
- Your emergency contact(s);
- The Disclosure and Barring Service (DBS);
- The Teaching Regulation Agency (TRA)];
- Any recruitment agency engaged by the School; and
- Publicly accessible sources (for example, information published on professional networking sites or in the public domain).

3. DATA PROTECTION PRINCIPLES

We will comply with the data protection law and principles when gathering and using personal information, as set out in our Staff Privacy Notice and Data Protection Policy. This means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in a way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept safely and securely.

4. ABOUT THE INFORMATION WE COLLECT AND HOLD

The table in 0 of the Schedule below summarises the information we collect and hold, up to and including the shortlisting stage of the recruitment process, how and why we do so, how we use it and with whom it may be shared.

The table in 0 of the Schedule below summarises the additional information we collect before making a final decision to recruit, i.e. before making an offer of employment unconditional, how and why we do so, how we use it and with whom it may be shared.

The School will only process your information where it has a lawful basis to do so, and the most common bases on which we rely are:

- Where processing is necessary to take steps towards entering into an employment contract with you;
- Where processing is necessary to comply with a legal obligation (for example, to carry out statutory safeguarding and pre-employment checks as required by Keeping Children Safe in Education (KCSIE)); and
- Where processing is in the School's legitimate interests (or those of a third party) and those interests are not overridden by your rights.

In limited circumstances, we may also process your information where it is required to protect your own vital interests or those of another individual, where it is in the public interest, or where you have given your specific consent.

We seek to ensure that our information collection and processing is always proportionate and necessary for specific legitimate purposes. We will notify you of any changes to information we collect or to the purposes for which we collect and process it.

5. IF YOU FAIL TO PROVIDE INFORMATION

You are not obliged to provide information to the School. However, if you do not provide certain information when requested, we may not be able to progress your application properly, or at all. For example, if you do not provide evidence needed for us to carry out mandatory safeguarding checks (such as those required under KCSIE), we will be unable to proceed with your application.

6. SENSITIVE INFORMATION AND INFORMATION RELATING TO CRIMINAL CONVICTIONS AND OFFENCES

The School maintains separate policies which set out in further detail how we handle sensitive information and criminal record information. These documents are available from the Business Operations Manager. We encourage you to read these policies alongside this privacy notice.

7. AUTOMATED DECISION-MAKING

The School does not currently make any recruitment decisions based solely on automated processing. Should this position change, we will inform you in writing before any such processing takes place.

8. WHERE INFORMATION MAY BE HELD

Information may be held on the School's premises in our filing systems and on our servers. It may also be held on our behalf by third party agencies, service providers and representatives.

9. HOW LONG WE KEEP YOUR INFORMATION

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application, or the application you are supporting (e.g. as a referee) is successful and you (the job applicant) become employed by us, the nature of the information concerned and the purposes for which it is processed.

We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for twelve months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a lawful reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful and you join the School, and once the twelve month period set out above comes to an end, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Staff Privacy Notice.

If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

Further details on our approach to information retention and destruction are available in our Data Retention Policy.

10. DATA SHARING

We may need to share your personal information with third parties as part of the recruitment process. These may include:

- The DBS;
- The TRA;
- The relevant local authority;
- Professional regulatory bodies outside the UK (if you have lived or worked abroad);and
- Any third-party service providers].

All third parties who process personal information on behalf of the School are required to take appropriate security measures to protect that information. We do not permit third-party service providers to use your personal information for their own purposes and only allow them to handle it in accordance with our instructions.

11. INTERNATIONAL TRANSFERS

The School does not transfer your personal information outside the United Kingdom.

12. YOUR DATA RIGHTS

Data protection legislation provides you with various rights in relation to your information. You have the right to:

- Access a copy of the information we hold about you (often referred to as a "subject access request");
- Ask us to correct any information that is inaccurate or incomplete;
- Ask us to delete your information where there is no compelling reason for its continued processing;
- Object to the processing of your information where we are relying on a legitimate interest and there is something about your particular situation which makes you wish to object on this ground;
- Ask us to restrict (i.e. suspend) the processing of your information; and
- Ask us to transfer your information to another party in certain circumstances.

Please note that the above rights are not absolute, and we may be entitled to refuse requests where exceptions apply. The School will endeavour to respond to any such requests as soon as is reasonably practicable and in any event within statutory time-limits (which is generally one month, but actually fulfilling more complex or multiple requests, e.g. those involving third party information, may take 1-2 months longer).

To exercise any of these rights, please contact Mr Nick Vernon our Data Protection Co-ordinator at admin@altprep.co.uk.

You can find out more about your rights under applicable data protection legislation from the Information Commissioner's Office website available at www.ico.org.uk.

13. KEEPING YOUR PERSONAL INFORMATION SECURE

We have appropriate security measures in place to prevent personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality. We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we are legally required to do so.

14. HOW TO COMPLAIN

Under data protection legislation, you have the right to make a complaint directly to us as your data controller. If you have any queries about this Privacy Notice or how we process your personal data, or if you wish to exercise any of your rights under applicable law or to make a complaint, you may contact Mr Nick Vernon at admin@altprep.co.uk. We will

acknowledge any complaint within 30 days of receipt and will investigate and inform you of the outcome of your complaint without undue delay (keeping you informed of progress as necessary).

If you are not satisfied with the outcome of your complaint, or if you feel the School has not handled it appropriately, you have the right to complain to the Information Commissioner's Office (ICO).

SCHEDULE About the information we collect and hold

Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your current and any former names, title, date of birth, gender, national insurance number, and contact details (i.e. current address, home and mobile phone numbers, email address) ☐	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable the Business Operations Manager or the manager of the relevant department to contact you to progress your application, arrange interviews and inform you of the outcome To inform the relevant manager or department of your application
Details of your qualifications, experience, employment history (including job titles**,** salary and working hours) and interests ☐	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit	To make an informed recruitment decision The Business Operations Manager, the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.
Your name, contact details and details of your qualifications, experience, employment history and interests ☐	From you, in the completed application form and interview notes (if relevant)	Legitimate interest: to carry out a fair recruitment process	To make an informed recruitment decision
Information about you that is publicly available online through online searches	From standard online searches using a web browser, website, or social media platform.	Legitimate interest: to form part of the School's wider safeguarding due diligence. Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit. To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE).	To make an informed recruitment decision. The member of staff carrying out the search, if not involved in the decision-making process, may share any relevant information related to suitability with the individuals who will be interviewing. This way the decision makers will only have the relevant information that may need to be addressed at interview and will not be exposed to other information). Search results will be reviewed and, if appropriate, explored with the applicant at interview. To comply with legal/regulatory obligations. For further information, see ***** below
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed anonymised equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies For further information, see ***** below
Details of your referees ☐	From your completed application form	Legitimate interest: to carry out a fair recruitment proces	To carry out a fair recruitment process

		To comply with our legal obligations to request references	To comply with legal/regulatory obligation Information shared with the Business Operations Manager, relevant managers, and the referee
Criminal Record Information or information that would make you unsuitable to work with children ☐	From your self-declaration form	Legitimate interests: to carry out a fair recruitment process including giving candidates the opportunity to discuss their disclosure with the School before a DBS check is obtained. To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE). For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision and give candidates the opportunity to discuss their disclosure with the School. To comply with legal/regulatory obligations For further information, see * below
Information regarding your childcare disqualification status ☐	From your self-declaration form	To comply with our legal obligations including those contained in the Childcare (Disqualification) Regulations 2018 and the statutory guidance for schools: Keeping Children Safe in Education (KCSIE). Legitimate interest: to carry out a fair recruitment process. For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty.	To make an informed recruitment decision and give candidates the opportunity to discuss their disclosure with the School. To comply with legal/regulatory obligations.

Before making a final decision to recruit

The information we collect	**How we collect the information**	**Why we collect the information**	**How we use and may share the information**
Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time keeping and attendance, the reason you left your current or most recent post, and facts of any substantiated safeguarding concerns/allegations that meet the harm threshold under the statutory guidance *"Keeping Children Safe in Education" (KCSIE)*, from references obtained about you from previous	From your referees (details of whom you will have provided)	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE).	To obtain the required reference about you To comply with legal/regulatory obligations Information shared with relevant managers and Business Operations Manager

employers and/or education providers ☐		Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	The reference is confidential and will not be shared with you unless we are required or able to do so.
In respect of applicants for teaching positions who have lived or worked outside the UK, **i**nformation about any sanctions or restrictions and/or any circumstances impacting your suitability to teach ☐	From a letter from the professional regulating authority in the country (or countries) in which you have worked	Legitimate interest: to make an informed decision to recruit To comply with our legal obligations including those contained in the statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE). Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	To comply with legal/regulatory obligations Information shared with relevant managers and Business Operations Manager Information shared with DBS and other regulatory authorities as required
Information regarding your academic and professional qualifications ☐	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you To comply with our legal obligations	To make an informed recruitment decision
Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended) and, where appropriate, overseas criminal records checks ☐	From the original check and any updated status checks from the Disclosure and Barring Service (DBS) From overseas jurisdictions in accordance with Home Office guidance In respect of agency and third-party staff (supply staff), from any agency or third party organisation In respect of fee-funded trainee teachers, from the initial teacher training provider	To perform the employment contract To comply with our legal obligations For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)	To make an informed recruitment decision To carry out statutory checks Information shared with DBS and other regulatory authorities as required For further information, see * below
Information as to whether you are subject to a section 128 direction	From you or the Department for	To comply with our legal obligations.	To make an informed recruitment decision.

prohibiting or restricting you from participating in the management of an independent school ☐	Education's 'Check a teacher's record' service and/or gov.uk.	Legitimate interests: to make an informed decision to recruit, to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice.	To comply with legal/regulatory obligations. Information shared with relevant managers and Business Operations Manager.
Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information ☐	From you and, where necessary, the Home Office	To enter into/perform the employment contract To comply with our legal obligations Legitimate interest: to maintain employment records	To carry out right to work checks Information may be shared with the Home Office
Information regarding your health, including your medical history, present health status and any workplace adjustments required ☐	From you, including via a health questionnaire and medical examination	To comply with our legal obligations including those contained in the Equality Act 2010 and statutory guidance for schools: *Keeping Children Safe in Education* (KCSIE)	To make an informed recruitment decision To comply with legal/regulatory obligations including considering adjustments necessary to enable you to perform the role for which you have applied Information shared with the Business Operations Manager and School's medical advisers including occupational health adviser

You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.

***** Further details on how we handle sensitive personal information and information relating to criminal convictions and offences can be obtained from the Business Operations Manager.