

Woodfield Academy  
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**WOODFIELD**  
**ACADEMY**

**Headteacher:** Mr. N. Straw

Ratified on 13<sup>th</sup> July 2021

## Privacy Notice for Prospective Employees

### Policy Statement

Woodfield Academy has a duty to inform our prospective employees of how we process the data that is in the school's control.

### What categories of information are processed?

The categories of personal information that we process include the following (this list is not exhaustive):

#### *Up to and including shortlisting stage:*

- Personal information – e.g. name, contact details, National Insurance number
- Qualifications and, where relevant, the subjects taught
- Recruitment information – e.g. documentation relating to employment checks, references
- Whether you are related to any member of our workforce; and
- Details of any support or assistance you may need to assist you at the interview because of a disability.

#### *Following shortlisting stage, and prior to making a final decision:*

- Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers;\*
- Confirmation of your academic and professional qualifications (including seeing a copy of certificates);\*
- Information via the DBS process, regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), whether you are barred from working in regulated activity;\*
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;\*
- Medical check to indicate fitness to work;\*
- If you are a teacher, we will check the National College of Teaching and Leadership ("NCTL") Teachers Services about your teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks (for example Section 128 direction for management posts and EEA teacher sanctions);\* and
- Equal opportunities' monitoring data.



Helping everyone reach their potential



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. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

If you are employed by us, the information we collect may be included on our Single Central Record. In this scenario, a further privacy notice in relation to data we collect, process, hold and share about you during your time with us, will be issued to you.

### **Why do we use this information?**

We will process the personal data of our workforce for the following reasons:

- To inform the development of recruitment and retention policies
- To facilitate safer recruitment

### **How do we collect your information?**

We collect your personal information via the following methods:

- Application forms
- Your referees
- Your further education provider
- The Disclosure and Barring Service (DBS)

Whilst most of the information you provide us is mandatory, some of it is requested on a voluntary basis. We will inform you at the point of collection whether you are required to provide certain information to us or if you have a choice.

### **How do we store your information?**

We create and maintain a file for each vacancy. The information contained in this file is kept secure and only used for purposes directly relevant to the recruitment of the post.

Your personal information is retained and disposed of in line with the school's Retention and Destruction Policy which can be found on our website.

For more information about how we keep your information safe, please see the school's Data Protection and Data Breach policies.

### **Who do we share your information with and why?**

We do not share information about you with anyone without your consent, unless the law and our policies allow us to do so.

Where it is legally required or necessary, we may share your information with the following:

- Ofsted – to evidence the school's recruitment process and equality of opportunity, in accordance with the School Staffing (England) Regulations 2009 and the Equality Act 2010.

Any information we share with other parties is transferred securely and held by the other organisation in line with their data security policies.

## **What are your rights?**

You have specific rights to the processing of your data, these are the right to:

- Request access to the information the school holds about you.
- Restrict our processing of your personal data, i.e. permitting its storage but no further processing.
- Object to direct marketing (including profiling) and processing for the purposes of scientific/historical research and statistics.
- Have your personal data rectified if it is inaccurate or incomplete.
- Not be subject to decisions based purely on automated processing where it produces a legal or similarly significant effect on you.
- Request the deletion or removal of personal data where there is no compelling reason for the continued processing.
- Seek compensation, either through the ICO or the courts.

If you want to request access to the personal information that we hold about you, please contact Mr Richard Smith (DPO) via the school office (telephone 01527 527081).

If you are concerned about the way we are collecting or using your information, please raise your concern with the school's DPO in the first instance. You can also contact the ICO at <https://ico.org.uk/concerns/>.

## **How to withdraw consent and lodge complaints**

Where our school processes your personal data with your consent, you have the right to withdraw your consent at any time.

If you change your mind or are unhappy with how our school uses your personal data, you should let us know by contacting Mr Richard Smith (DPO) via the school office (telephone 01527 527081).

## **How can you find out more information?**

If you would like to discuss anything in this privacy notice, please contact Mr Richard Smith (DPO) via the school office (telephone 01527 527081).

If you require further information about how we and/or the DfE store and use your personal data, please visit our website, the Gov.UK website, or for more information about how we keep your information safe, please see the school's Data Protection and Data Breach policies which are available on our website.

## **Concerns**

If you would like to discuss anything in this privacy notice, please contact Mr Richard Smith (DPO) via the school office (telephone 01527 527081).