

January 2026

Next Review date: January 2028

Privacy Notice

Recruitment

This privacy notice applies to all academies managed by Wootton Academy Trust (WAT).



**Wootton
Academy Trust**

Person responsible: Chief Finance and Operating Officer

Reviewed by: Executive Headteacher

Contents

Contents2

Overview3

What information do we process during your application process?3

On Offer of Employment3

Where do we get information from during your application process?4

Why do we use this information?4

How long we will hold information in relation to your application?4

Who will we share information with about your application?.....4

Rights in relation to your personal data.....4

Complaints.....4

Contact Us5

Overview

As part of your application to join Wootton Academy Trust, we will gather and use information relating to you. Information that we hold in relation to individuals is known as their personal data. This will include data that we obtain from you directly and data about you that we obtain from other people and organisations.

We might also need to continue to hold an individual's personal data for a period of time after the recruitment process, even if you are unsuccessful. Anything that we do with an individual's personal data is known as processing.

This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

What information do we process during your application process?

We may collect, hold, share and otherwise use the following information about you during your application process:

- Your name and contact details (i.e. address, home and mobile phone numbers, email address).
- Details of your qualifications, training, experience, duties, employment history (including job titles, salary, relevant dates and working hours), details of driving licence (if relevant for role), membership of professional bodies and interests.
- Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs.
- Information regarding your criminal record.
- Details of your referees.
- Whether you are related to any member of our workforce.
- Details of any support or assistance you may need at interview because of a disability.
- 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) *
- A copy of your driving licence (or other appropriate documentation as listed on the Home Office list)*
- If you are a teacher, we will check the National College of Teaching and Leadership (NCTL) Teachers Services regarding 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) *
- Equal opportunities monitoring data.

On Offer of Employment

We will collect, hold, share and otherwise use the following information about you when an offer of employment is made:

- Information via the DBS process regarding your criminal record, criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs), and 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 *

You are required (in order to enter into your contract of employment) to provide us with the information marked (*) above to enable us to verify your right to work and suitability for the position. If this information is not provided, 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, you will be issued with a further privacy notice in relation to data we collect, process, hold and share about you during your time with us.

Where do we get information from during your application process?

Depending on the position that you have applied for, during the recruitment process we may collect this information from you, your referees (details of whom you will have provided), your education provider, any relevant professional body, the Disclosure and Barring Service (DBS), NCTL and the Home Office.

Why do we use this information?

We will process your personal data during your application process for the purpose of complying with legal obligations, carrying out tasks which are in the public interest, and taking steps with a view to entering into an employment contract with you. This includes:

- Assessing your suitability for the role you are applying for.
- Taking steps to enter into a contract with you.
- Checking that you are eligible to work in the United Kingdom and that you are not prohibited from teaching.
- Monitoring applications for posts in the Trust to ensure that we are fulfilling our obligations in terms of public sector equality duty under the Equality Act 2010.

How long we will hold information in relation to your application?

We will hold information relating to your application only for as long as is necessary.

If you are successful, then how long we need to hold on to any information will depend on the type of information. For further details, please see our Records Management Policy.

If you are unsuccessful, we will hold your personal data only for six months, after which time it is securely deleted.

Who will we share information with about your application?

We will not share information gathered during your application process with third parties other than professional advisors such as legal and HR advisors.

Rights in relation to your personal data

All individuals have the right to request access to the personal data that we hold about them. To make a request for access to their personal data, individuals should contact:

- Data Protection Officer, Wootton Academy Trust, Hall End Rd, Bedford MK43 9HT.
- Email: dpo@wootton.beds.sch.uk

Please also refer to our Data Protection Policy for further details on requesting access to personal data. Individuals also have the right, in certain circumstances, to:

- Object to the processing of their personal data.
- Have inaccurate or incomplete personal data about them rectified.
- Restrict processing of their personal data.
- Object to the making of decisions about them taken by automated means.
- Have their data transferred to another organisation.
- Claim compensation for damage caused by a breach of their data protection rights.

If an individual wants to exercise any of these rights, they should contact Mr Marcin Mieczkowski, Data Protection Officer. The law does not oblige the Trust to comply with all requests. If the Trust does not intend to comply with the request, then the individual will be notified of the reasons in writing.

Complaints

We take any complaints about our collection and use of personal information very seriously.

If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance. To make a complaint, please follow our complaints procedure.

Alternatively, you can make a complaint to the Information Commissioner's Office:

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

Contact Us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our Data Protection Officer:

- Mr M Mieczkowski, Data Protection Officer, Wootton Academy Trust, Hall End Road, Wootton, Bedford MK43 9HT
- Email: dpo@wootton.beds.sch.uk