Date: September 2026
Next review due: September 2028
Responsibility: Bursar/Head of HR

DAME ALLAN'S SCHOOLS

RECRUITMENT PRIVACY NOTICE

Under data protection law, individuals have a right to be informed about how we, Dame Allan's Schools (hereafter the Schools) (which comprises Dame Allan's Junior School and Nursery, Dame Allan's Boys' School, Dame Allan's Girls' School and Dame Allan's Sixth Form, registered charity number 1084965 and company number 4002372) use any personal data that we hold about them.

We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.

This notice explains what personal data (information) the Schools will hold about individuals applying for a position at the Schools. This includes individuals applying for positions as a member of staff (full time or part time, teaching or support), 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 who are provided by job applicants as an emergency contact.

We are required to notify you of this information under data protection legislation.

This notice includes information about how we collect information from applicants, how we will use that information and with whom we may share information about applicants during the application process.

All applicants are asked to read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide them with from time to time when we collect or process personal information about them.

1. Who collects the information

Dame Allan's Schools ('the Schools') are a 'controller' and gather and use certain information about you. The School's contact details are as follows:

Dame Allan's Senior and Sixth Form Schools, Fowberry Crescent, Fenham Newcastle upon Tyne, NE49YJ

Dame Allan's Junior School and Nursery, Hunter's Road, Spital Tongues, Newcastle upon Tyne, NE2 4NG.

Telephone: 0191 274 5910 (Bursar's office)

Data Protection Coordinator: Mrs V McDonald

Email: va.mcdonald@dameallans.co.uk

2. Data protection principles

We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy.

3. The information we collect and hold

The table in Part 1 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 Part 2 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.

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 the information we collect or to the purposes for which we collect and process it.

4. Where information may be held

Information may be held on the Schools' premises in our filing systems and on our servers. We will not share any of your information with a third party, unless we inform you that we intend to do so. It may also be held by third party agencies, service providers and representatives.

5. 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 the Schools, 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 6 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 Schools. If there is a clear business 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, we will keep only the recruitment information that is necessary in relation to your employment. For further information, please see our Privacy Notice for Staff, which is available on our website.

Further details of how long we keep information can be found in our Retention of Records Policy, which is also available on our website.

6. Your rights to correct and access your data and request it be erased

Please contact our Data Protection Coordinator who can be contacted as detailed in paragraph 1 above if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. Our Data Protection Coordinator can provide you with further information about your data rights, if you ask for it. You may also wish to read the Schools' Privacy Notice for Staff, which provides more detail on this.

7. 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. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine business 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.

8. How to complain

We hope that our Data Protection Coordinator can resolve any query or concern you raise about our use of your information. If not, you can contact the Information Commissioner's Office on 0303 123 1113 or https://ico.org.uk/concerns/ for further information about your rights and how to make a formal complaint.

SCHEDULE A: The information we collect and hold

Part 1: 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 name and contact details (i.e. address, home and mobile phone numbers, email address)	From you, in the completed application form and interview notes (if relevant)	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 HR personnel 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 Both the person making the shortlisting decision and, if you are invited for an interview, the interviewer will receive these details.
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 process In the regulated sector, to comply with our legal obligations to request references	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant managers, HR personnel and the referee

Part 2: 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 and attendance, from references obtained about you from previous employers and/or education providers**	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 Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	To obtain the relevant reference about you To comply with legal/regulatory obligations Information shared with relevant managers and HR personnel
✱ **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 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)**	From you and from the Disclosure and Barring Service (DBS)	To perform the employment contract To comply with our legal obligations Legitimate interest: 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
✱ **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
✱ **A copy of your driving licence, if relevant to the role applied for**	From you	To enter into/perform the employment contract To comply with our legal obligations To comply with the terms of our insurance	To make an informed recruitment decision To ensure that you have a clean driving licence Information may be shared with our insurer

✱ **Medical/health information**	From you and where necessary and with your consent from your GP	To enter into/perform the employment contract To comply with our legal obligations	To make an informed recruitment decision To ensure you are fit to carry out the role you have applied for For further information, see * below

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 (including medical/health information, race, ethnicity, religious beliefs, sex and sexual orientation) and information relating to criminal convictions and offences are set out in our Data Protection Policy, our Privacy Notice for Staff, our Recruitment and Selection Policy and Procedure and our Policy on the Recruitment of Ex-offenders and security of disclosure information.

These policies are available on our website or by requesting a copy from the HR department.

Interview expenses

The Schools will reimburse all reasonable travel expenses incurred when attending the Schools for interview. If you wish to make such a claim please contact HR@dameallans.co.uk who will forward the required form to you.

The personal data, including bank details, which you provide on this form, will be handled in accordance with the provisions of this privacy notice, on the basis of consent.