

PAT PRIVACY NOTICE – CANDIDATES

January 2026

*Together, creating opportunity
and aspiration for every child*



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First Version Implemented	Revision Level	Current Version Adopted by Trust	Review Date	Responsible Person
January 2026	V1.0	January 2026	July 2027	DoO

1. Introduction

The Priestley Academy Trust is committed to protecting the privacy and security of personal data.

Under data protection law, individuals have a right to be informed about how we use any personal data held about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notice') to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals, as part of its recruitment process and process data relating to potential candidates, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018. You are being provided with this Privacy Notice because you are applying for, or have expressed an interest, in one of our vacancies.

The Priestley Academy Trust is the 'data controller' for the purpose of data protection law. The DPO service is provided by Fusion HR.

2. Who we are

Organisation	Address	Email	Phone number	Data Protection Officer
The Priestley Academy Trust	Head Office c/o Green Lane Primary School Green Lane Bradford BD8 8HT	info@priestley.academy	01274 009030	dpo@feps.co.uk
Atlas Community Primary School	Lincoln Close Manningham Bradford BD8 8DL	atlas@priestley.academy	01274 495190	dpo@feps.co.uk
Green Lane Primary School	Green Lane Manningham Bradford BD8 8HT	greenlane@priestley.academy	01274 774644	dpo@feps.co.uk
Lilycroft Primary School	Lilycroft Road Manningham Bradford BD9 5AD	lilycroft@priestley.academy	01274 543357	dpo@feps.co.uk
Margaret McMillan Primary School	Scotchman Road Heaton Bradford BD9 5DF	margaretmcmillan@priestley.academy	01274 495934	dpo@feps.co.uk
Miriam Lord Primary School	Bavaria Place Manningham Bradford BD8 8RG	miriamlord@priestley.academy	01274 496611	dpo@feps.co.uk
Westbourne Primary School	Skinner Lane Bradford BD8 7PL	westbourne@priestley.academy	01274 483138	dpo@feps.co.uk

3. The personal data we collect and hold

In connection with your application for work with us, we collect and process a range of information about you. This includes, as appropriate:

- Your name, address and contact details, including email address and telephone numbers
- Details of your employment history, qualifications, skills and experience
- Information about your current level of remuneration
- Information about your entitlement to work in the UK
- Any information you provide to us during an interview, results of any recruitment tests and assessment/interview notes

We may also collect, store and process the following types of more sensitive personal information that falls into “special categories” of more sensitive personal data. This includes, but is not restricted to:

- Information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about your health, including any medical condition, health and sickness records
- Information about criminal records

4. Information about criminal convictions

We may hold and process data about criminal offences and convictions in accordance with legal and safer recruitment obligations. We will only use information relating to criminal convictions where the law allows us to do so and in line with our Data Protection Policy. Personal data relating to criminal convictions will be retained confidentially and securely and access to that data will be strictly controlled.

5. Why we collect and process this data

We collect and process personal information about candidates from the following sources:

- Information you have provided when you make an application
- Information about you from third parties (such as employers’ references) who are requested to disclose that information as part of the recruitment process
- Information obtained from your passport or other identity documents
- Your named referees
- Disclosure and Barring Service in respect of criminal convictions
- The Department for Education in respect of teaching sanctions
- Information you may provide to us directly in a job interview.

6. Our lawful basis for using this data

We only collect and use personal data about you when the law allows us to. Mostly we process it to:

- Enable us to establish relevant experience and qualifications
- Assess your skills and suitability for the role

- Facilitate safer recruitment, as part of our safeguarding obligations
- Enable equalities monitoring
- Comply with legal or regulatory requirements
- Decide whether to enter a contract of employment with you

We do not use your information for any other purposes, except that if you are successful and you are employed by us, your data will then be further processed in accordance with our Staff Privacy Notice.

You are under no obligation to provide your consent, however, if you do not consent to us holding, processing and sharing your personal data during the recruitment process, we may not be able to provide you with your chosen services and process any application.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, meet safeguarding requirements in line with statutory guidance such as *Keeping Children Safe in education*, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

In some cases, we will need to process data for the recruitment process to ensure that it is complying with its legal obligations. For example, we must check an applicant's entitlement to work in the UK and perform safer recruitment checks.

Some special categories of personal data, such as information about health or medical conditions, are processed to comply with employment law and health and safety obligations (such as those in relation to employees with disabilities).

We also process other special categories of personal data, such as information about ethnicity, sexual orientation or religious beliefs. This is done for the purposes of equal opportunities monitoring.

7. How we store this data

We ensure appropriate technical and organisational measures are in place to ensure personal data is stored and processed securely.

Data will be stored in a range of different places, including the Trust's network, cloud-based infrastructure and hard copy filing systems.

The Trust's employees who have access to your personal data will respect the confidentiality of that data.

The Trust has internal policies such as a Data Protection Policy and Records Management Policy in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed and is only accessed by our employees in the proper performance of their duties.

Your data is stored securely in accordance with the Trust's Data Protection Policy. We retain your information only as long as necessary to fulfil the purposes outlined above and in line with legal requirements.

Our Records Management Policy sets out how long we keep information. This is available on via our website:

www.priestley.academy/Policies - Priestley

8. How long is your data stored for?

If your application has been unsuccessful, we will retain your personal data for a period of six months after we have communicated our decision to you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way.

After this period, we will securely destroy your personal information in accordance with our Data Retention Policy.

If your application is successful, your personal data gathered during the recruitment process will be transferred to a personnel file/HR system and retained for the duration of your employment and accordance with the Records Management Policy.

9. Data sharing

We will not share your data with anyone without your consent to do so unless required by law and our policies allow us to do so.

We will only share your personal data with relevant third parties, as necessary, for the purpose of managing our recruitment services, job applications and the recruitment process. This includes data processors who provide elements of services for us with appropriate contracts in place that meet data protection legislation requirements. These organisations act on our behalf in accordance with our instructions, provide the same data protection standards, are subject to a duty of confidentiality and do not process your data for any purpose over and above what we have asked them to do.

We share candidate and recruitment information with:

- HR services – Fusion – To provide recruitment support we have contracted them for who may access and process data in relevant Trust systems.
- Recruitment Agencies or Consultants – To provide recruitment support we have contracted them for
- Referees – Details provided by applicant as part of the application process with consent
- Disclosure and Barring Service – For recruitment checks under legal/statutory basis
- Our Local Authority (LA) – For certain information to meet legal/statutory obligations including maintained school headteacher appointments.

10. Transferring data internationally

Where we transfer personal data to a country or territory outside of the United Kingdom, we will do so in accordance with data protection law.

11. Your rights regarding personal data

Under data protection legislation, individuals have the right to:

- Request access and obtain personal information about you that we hold
- Object to processing of personal data that is likely to cause, or is causing, damage or distress
- Prevent processing for the purpose of direct marketing
- Object to decisions being taken by automated means
- Request data portability
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- Seek redress, either through the ICO, or through the courts.

To exercise any of these rights, please contact the school office or our Data Protection Officer (DPO) service, provider, Fusion HR. Please address any correspondence to: For the attention of the Data Protection Officer service provider, Fusion HR.

12. What if you do not provide personal data?

- Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time
- You are under no statutory or contractual obligation to provide data to us during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.
- You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

13. Contact us

If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our DPO service provider, Fusion HR: dpo@feps.co.uk

Alternatively, you have the right to lodge a complaint with the Information Commissioner's Office:

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

The Priestley Academy Trust reserves the right to update this Privacy Notice at any time. Any changes will be posted on our website and, where appropriate, notified to you directly.