

GATEWAY ACADEMY



Privacy Notice - Job Applicants

Approved by:	Lisa Breslin and Claire Cleary
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Last reviewed on:	September 2026
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Next review due by:	September 2027
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Privacy Notice

How we use Job Applicants' Information

Under data protection law, individuals have a right to be informed about how the school uses 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 privacy notice explains how we collect, store and use personal data about individuals applying for roles at our school.

Gateway Academy is the 'Data controller' for the purposes of data protection law. We have appointed Grow Education Partners Ltd as our data protection officer (DPO) and the responsible contact is Claire Mehegan (contactable on 020 3837 5145).

Successful candidates will also need to refer to our privacy notice for the school workforce for information about how their personal data is collected, stored and used once they join the school.

1. The Personal Data we process.

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not limited to:

- Personal information (such as name, date of birth, national insurance number)
- Contact details and preferences (such as telephone number, email address, postal address)
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records (such as work history, job titles, training records and professional memberships)
- Information from pre-employment background checks (such as criminal record, online search)
- Closed-circuit television (CCTV) Images
- Protected characteristics (such as race, ethnicity, religious beliefs, sexual orientation)
- Relevant medical information (such as disability and access requirements).

We may also hold personal data about you from third parties, such as references supplied by former employers or service users, information provided during the completion of our pre-employment checks, and from the Disclosure & Barring Service, in order to comply with our legal obligations and statutory guidance.

A full breakdown of the data we collect on Governors & Volunteers can be requested by contacting:

PA to CoHeadteachers: Jackie Cornelius

Telephone: 020 7723 4977

E-mail: office@gateway-academy.co.uk

2. Why we collect and process this data

The purpose of collecting and processing this data includes but is not limited to:

Staff recruitment and ensuring we have all the necessary information to enter into a contract with you.

- Fulfilling our legal obligations, for example to check a successful applicant's eligibility to work
- in the UK before employment starts
- Enabling us to establish relevant experience and qualifications
- Facilitating safer recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them.

3. Our lawful basis for using this data

This section contains information about the legal basis that we are relying on when handling your information. These are defined under data protection legislation and for personally identifiable information are:

- You have given consent for one or more specific purposes
- Processing is necessary to fulfil a contract or to take specific steps before entering into a contract
- Processing is necessary to comply with the school's legal obligations
- Processing is necessary to protect your vital interests
- Processing is necessary for tasks in the public interest or exercise of authority vested in the controller (the provision of education).

When we process special category information, which is deemed to be more sensitive, the following lawful basis are used:

- You have given explicit consent
- It is necessary to fulfil the school's obligations or your obligations
- It is necessary to protect your vital interests
- Processing is carried out by a foundation or not-for-profit organisation (includes religious, political or philosophical organisations and trade unions)
- Reasons of public interest in the area of public health.
- Where we have obtained consent to use personal data, this consent can be withdrawn at any time.
- We will make this clear when we ask for consent and explain how consent can be withdrawn.