

PRIVACY NOTICE RECRUITMENT

Brockmoor Primary School • Brierley Hill Primary School



POLICY OWNER	Senior Leadership Team
APPROVED BY	Governing Body
APPROVAL DATE	September 2026
REVIEW DATE	September 2027 or earlier if guidance changes
REVIEW CYCLE	Annual

Aspiration and opportunity for every child

Who we are

Black Country Federation comprises Brockmoor Primary School and Brierley Hill Primary School. The relevant school is the data controller for personal information it processes about you. The schools work within a shared federation governance and leadership structure.

Our Data Protection Officer

YourIG Data Protection Officer Service, Dudley MBC, The Council House, Dudley, West Midlands, DY1 1HF. Email: YourIGDPOService@dudley.gov.uk. Telephone: 01384 815607.

Why this notice matters

This notice explains how the schools process personal information during recruitment and safer-recruitment activity.

Information we may collect and use

- name, address and contact information
- employment history, qualifications, skills and professional registration
- application, interview, assessment and reference information
- right-to-work and identity information
- equality-monitoring information
- health/disability information needed for reasonable adjustments or employment checks
- criminal-record, barred-list and other safer-recruitment information where lawful
- publicly available online information considered as part of safeguarding due diligence where this is undertaken lawfully and proportionately

Why we use your information

- administer recruitment and communicate with candidates
- assess suitability for the role
- carry out safeguarding and safer-recruitment checks
- verify identity, qualifications, professional status and right to work
- make reasonable adjustments
- monitor equality in recruitment
- take steps to enter into an employment contract
- establish, exercise or defend legal claims where necessary

Our lawful basis

We rely on steps taken before entering a contract, legal obligation and public task under Article 6 UK GDPR. Where special category or criminal offence data is processed, we rely on the relevant conditions in data protection and employment/safeguarding law.

Where information comes from

- you
- referees and previous employers
- Disclosure and Barring Service
- professional and regulatory bodies
- Home Office/right-to-work services
- publicly available sources where lawful safeguarding due diligence is undertaken

Who we may share information with

- staff and governors involved in recruitment
- Dudley MBC and authorised HR/recruitment services

- Disclosure and Barring Service and relevant statutory bodies
- occupational health where required
- approved recruitment and IT service providers

We only share personal information where there is a lawful basis and it is necessary and proportionate. Where organisations process information on our behalf, we use appropriate contractual and security arrangements.

How long we keep information

Information about unsuccessful applicants is retained only for the period justified by the school's retention schedule and legal needs, then securely destroyed. If you are appointed, relevant recruitment information becomes part of your workforce record.

Keeping information secure

We use appropriate technical and organisational measures to protect personal information. Access is limited to people who need the information for their role. Staff are expected to follow the Federation's data protection, safeguarding and information-security requirements.

Your rights

Depending on the circumstances, data protection law gives you rights relating to access, correction, erasure, restriction, objection, data portability and automated decision-making. Some rights do not apply in every situation. Requests can be made through the school office or directly to the DPO.

Concerns or complaints

Please contact the relevant school in the first instance if you have a question or concern. You may also contact the DPO. You have the right to complain to the Information Commissioner's Office.

[Information Commissioner's Office](#)

Review of this notice

This notice will be reviewed at least annually and whenever there is a significant change to how personal information is used. Where a significant change affects you, we will take reasonable steps to bring it to your attention.