



WESTMINSTER  
SCHOOL

# PRIVACY NOTICE FOR JOB APPLICANTS

Author: Andrew Thorpe-Apps  
Lead: Bursar & Chief Operating Officer

Shared Policy across Westminster Great School and  
Westminster Under School

Date: June 2026  
Review Date: February 2029



## WESTMINSTER SCHOOL

# PRIVACY NOTICE FOR JOB APPLICANTS

### **ABOUT THIS PRIVACY NOTICE**

Westminster School (“the School”, “we”) is a “data controller” of personal data, and gathers and uses certain data about you. We have created this Privacy Notice to demonstrate our commitment to your privacy.

Following Brexit, Regulation (EU) 2016/679, General Data Protection Regulation (GDPR) is retained EU law and known as UK GDPR. The UK GDPR sits alongside an amended version of the Data Protection Act 2018 that relate to general personal data processing, powers of the Information Commissioner and sanctions and enforcement. The GDPR as it continues to apply in the EU is known as EU GDPR

This privacy notice describes how we collect and use personal information about you during and after your relationship with us, in accordance with data protection law.

It is up to you how you use this service, and you can manage or request your account is deleted at any time.

Additional information can be found in the School’s Cookie Policy.

Successful candidates should refer to our Privacy Notice for Staff which information about how their personal data is stored and collected.

If you have applied to work for Westminster School through a third-party agency, please refer to their privacy notice on how your personal data is gathered and used.

### **WHAT TYPES OF PERSONAL DATA DOES THE SCHOOL USE?**

The School will collect and process the personal information that you have provided us when you apply for a role here. This personal information includes your name, address, email, telephone number, career, education, skills and details of referees.

The School will also collect and process certain “special category” (i.e.: more sensitive) personal information about you. This information is your ethnicity, gender, disability, age, sexual orientation and religious belief. We process this information for diversity monitoring and reporting only, and will not be used in the recruitment and selection process, unless said process is exempt under the Equality Act 2010, c15, schedule 9.

We may also collect information after the shortlisting and interview stage in order to make a final decision on whether to recruit:

- Data 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;
- Data regarding your academic and professional qualifications;
- Data regarding your criminal record, in a criminal records certificate (CRC) or enhanced criminal records certificate (ECRC) as appropriate;
- Your nationality and immigration status and data from related documents, such as your passport or other identification and immigration information;
- A copy of your driving licence; and
- Data relating to your health.

We may collect this information from you, your referees, your education provider, by searching online resources, from relevant professional bodies, the Home Office and from the DBS.

### **WHY DOES THE SCHOOL USE PERSONAL DATA?**

The personal information that you provide will be processed for the purposes of the recruitment and selection for roles at the School. We have a legitimate interest in processing personal data for this purpose. Our legitimate interests are: reviewing job applications to select appropriate candidates, contacting candidates in relation to job applications, the efficient and effective operation of the School, and the fulfilment of its educational purpose.

We may also contact you about other opportunities at the School. We rely on your consent to send any such communications to you. You can withdraw your consent to receiving any such communications at any time by updating your account preferences.

### **SAFER RECRUITMENT**

As part of our safer recruitment process and our safeguarding obligations under Keeping Children Safe in Education (KCSIE), we may carry out a Digital Risk Screening (DRS) check on shortlisted candidates, contractors, governors and volunteers prior to appointment. This check is conducted on our behalf by Safehire.ai Ltd, an accredited third-party provider, using only publicly available open-source information from the surface, deep and dark web. The lawful basis for this processing is our legal obligation to safeguard and promote the welfare of pupils, and our legitimate interest in protecting the School community. Findings are reviewed by trained human analysts, retained securely for a defined period, and used only to inform a proportionate safeguarding decision alongside DBS checks, application form, references, and interview. You have the right to access, correct or object to the processing of your personal data.

### **HOW LONG DO YOU KEEP PERSONAL DATA?**

The information collected about you will be stored in our recruitment database. If you have not logged into your account or made a job application for a twelve-month period, you will be contacted and asked if you would like to retain your profile or have the opportunity to have your account and all personal information deleted. You can request your account be deleted at any time by contacting us at [recruitment@westminister.org.uk](mailto:recruitment@westminister.org.uk) or by logging into the Recruitment Centre and deleting your account personally.

## **WILL I BE SUBJECT TO AUTOMATED DECISION-MAKING?**

Automated decision-making takes place when an electronic system uses personal information to make a decision without human intervention. We are allowed to use automated decision-making in the following circumstances:

- Where we have notified you of the decision and given you one month to request a reconsideration.
- Where it is necessary to perform the contract with you and appropriate measures are in place to safeguard your rights.
- In limited circumstances, with your explicit written consent and where appropriate measures are in place to safeguard your rights.
- If we make an automated decision on the basis of any particularly sensitive personal information, we must have either your explicit written consent or it must be justified in the public interest, and we must also put in place appropriate measures to safeguard your rights.

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making, unless we have a lawful basis for doing so and we have notified you.

If you applied to work at Westminster School through a third-party agency, please see their privacy notice on whether automated decision-making is used in your application process.

### **WITHDRAWING YOUR APPLICATION**

You may withdraw any application you make at any time but we may retain some personal information for record-keeping purposes. In addition, you may delete your account by logging into the Recruitment Centre and deleting your account personally or by contacting [recruitment@westminster.org.uk](mailto:recruitment@westminster.org.uk).

### **WHO ELSE SEES MY PERSONAL DATA?**

We will share information you provide only with people at the School and our suppliers and service providers who have a genuine business reason to see it. Occasionally it may be shared with professional advisers such as lawyers, accountants and auditors. Sharing of your data may also include academic or regulatory bodies to validate qualifications / experience, referees, other schools, HR advisors and professional advisers, DBS, and recruitment and supply agencies. However, we will make every effort to limit the amount of data that is shared and any recipients of the information will be bound by confidentiality obligations.

We will not transfer your personal information to countries outside the European Economic Area without notifying you first. Nor will we share your information for marketing purposes.

### **RIGHTS, QUERIES AND COMPLAINTS**

Individuals have various rights under Data Protection Law to access and understand personal data about them held by the School, and in some cases ask for it to be erased or amended or have it transferred to others, or for the School to stop processing it. Subject to certain exemptions and limitations, you have the right to:

- Access your personal information (commonly known as a “subject access request”). *This allows you to receive a copy of the personal information we hold about you and to check we are lawfully processing it. You will not have to pay a fee to access your personal information. However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.*
- Correction of the personal information we hold about you. *This enables you to have any inaccurate information we hold about you corrected.*
- Erasure of your personal information. *You can ask us to delete or remove personal data if there is no good reason for us continuing to process it.*
- Restriction of processing your personal information. *You can ask us to suspend processing personal information about you in certain circumstances, for example, if you want us to establish its accuracy before processing it.*
- To object to processing in certain circumstances (for example for direct marketing purposes).
- To transfer your personal information to another party.

Any individual wishing to access or amend their personal data, or wishing it to be transferred to another person or organisation, or who has some other objection to how their personal data is used, should put their request in writing to the recruitment team ([recruitment@westminster.org.uk](mailto:recruitment@westminster.org.uk)).

If you need help with managing your account settings and the information we hold, you can do so by logging into the Recruitment Centre or by contacting [recruitment@westminster.org.uk](mailto:recruitment@westminster.org.uk).

## HOW TO RAISE A CONCERN

We hope that, in the first instance, the recruitment team ([recruitment@westminster.org.uk](mailto:recruitment@westminster.org.uk)) can resolve any query you raise about our use of your information.

If you believe that the School has not complied with this Privacy Notice or acted otherwise than in accordance with data protection law, you should email the Head of Legal, Risk and Assurance ([dataprotection@westminster.org.uk](mailto:dataprotection@westminster.org.uk)) with details of your complaint or query. The School will acknowledge your complaint or query within 30 days of receipt and will investigate and inform you of the outcome of your complaint or query without undue delay (keeping you informed of progress as necessary).

We have also appointed a Data Protection Officer (DPO) to oversee compliance with data protection and this privacy notice. If you have any complaints or queries about how we handle your personal information which cannot be resolved by the recruitment team or the Head of Legal, Risk and Assurance, then you can contact the DPO on the details below:

Data Protection Officer	Judicium Consulting Limited
Address	5th Floor, 98 Theobalds Road, London, WC1X 9WB
Email	<a href="mailto:dataservices@judicium.com">dataservices@judicium.com</a>
Web	<a href="http://www.judiciumeducation.co.uk">www.judiciumeducation.co.uk</a>
Telephone	0345 548 7000 (Option 1, then 1)

If you are not satisfied with the outcome of your complaint or query, or if you feel the School has not handled it appropriately, you have the right to complain to the Information Commissioner's Office (ICO).

## CHANGES TO THIS PRIVACY NOTICE

This Privacy Notice was updated in June 2026. We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.