



King's Cliffe Endowed Primary School Privacy Notice for Job Applicants

1. Introduction

King's Cliffe Endowed Primary School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. An enhanced DBS check and medical clearance is required, and references will be taken up for short listed candidates prior to interview. In addition, applicants will be subject to a social media search of information in the public domain pertaining to the individual. In the event of information being found that, in the opinion of the Chair of Governors is inappropriate, the application will be declined.

Under UK data protection law, individuals have a right to be informed about how our 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 when we process their personal data.

This privacy notice explains how we collect, store, and use personal data about individuals applying for roles at **King's Cliffe Endowed Primary School**.

We, **King's Cliffe Endowed Primary School**, King's Forest, King's Cliffe, Peterborough, PE8 6XB, are the 'data controller' for the purposes of UK data protection law.

Our Data Protection Officer (DPO) is **Ruth Hawker, Plumsun Ltd** (see 'Contact us' below).

Plumsun

Ltd

4 Pavilion Court, 600 Pavilion Drive, Northampton Business Park, Northampton, NN4 7SL

Email: info@plumsun.com

Telephone: **0845 862 2684**

2. The Personal Data We Hold

We may collect, use, store, and share (where appropriate) personal data about you, including but not limited to:

- Contact details
- Right to work documentation
- References
- Evidence of qualifications
- Employment history, job titles, training records, and professional memberships

We may also collect data that falls into *special categories* of more sensitive personal information, including:

- Information about race, ethnicity, religion, sexual orientation, or political opinions
- Information about disabilities or access requirements
- Photographs or CCTV images captured on school premises
- Information about criminal convictions and offences

We may also receive information about you from other organisations, such as other schools, local authorities, or the Disclosure and Barring Service (DBS).

3. Why We Use This Data

We use this data to:

- Establish relevant experience and qualifications
- Facilitate safe recruitment as part of our safeguarding obligations
- Support equality monitoring
- Provide appropriate access arrangements for candidates who require them

We do **not** use personal data for automated decision-making or profiling.

4. Our Lawful Basis for Using This Data

We process personal data under the following lawful bases:

- **Public task** – to perform our statutory functions as a maintained school
- **Legal obligation** – to comply with the law, such as safeguarding and employment regulations
- **Consent** – where you have given explicit permission for specific uses
- **Contract** – to take steps prior to entering into a contract or fulfilling one
- **Vital interests** – in cases of life-or-death necessity
- **Legitimate interests** – where there is minimal privacy impact and a compelling reason

For special category data, we also rely on conditions such as explicit consent, employment law requirements, or substantial public interest.

5. Collecting This Data

Most data will be collected directly from you during the recruitment process. Some may come from third parties such as referees, local authorities, or government bodies.

We will always make it clear when providing information is mandatory or optional.

6. How We Store This Data

We keep personal information during the recruitment process and, where necessary, for a period after this, in accordance with our retention schedule.

All data is stored securely and only accessible to authorised staff. Data that is no longer required will be securely destroyed.

7. Who We Share Data With

We will not share your data with third parties without consent unless the law allows or requires us to do so.

Where necessary, we may share data with:

- **North Northamptonshire Council** (our local authority)
- HR and recruitment service providers
- Professional advisers and consultants
- Employment and recruitment agencies

If data is transferred outside the UK, we ensure appropriate safeguards are in place.

8. Your Rights

You have the right to:

- Access the personal data we hold about you
- Request correction or deletion of inaccurate or unnecessary data
- Object to or restrict processing of your data
- Withdraw consent (where previously given)
- Be informed of any data breaches affecting your information
- Lodge a complaint with the Information Commissioner's Office (ICO)

To make a request, please contact us using the details below.

9. Complaints

We take all data protection concerns seriously.

If you are unhappy with how your data has been handled, please contact us in the first instance.

You can also raise a complaint directly with the **Information Commissioner's Office**:

<https://ico.org.uk/make-a-complaint/>

Telephone: **0303 123 1113**

Address: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

10. Contact Us

If you have any questions or concerns about this notice or how your data is handled, please contact:

Data Protection Officer:

Ruth Hawker, Plumsun Ltd

Email: info@plumsun.com

Website: www.plumsun.com

Data Protection Lead (School Contact):

School Business Manager – **King's Cliffe Endowed Primary School**

Email: bursar@kingscliffe-ce.northants.sch.uk