



# General Data Protection Regulation

## Privacy Notice for Job Applicants (including Governor Applications)

### April 2026

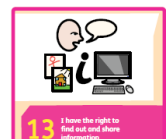
**Article 4 – The Government should make sure my rights are respected**



**Article 12 – I have the right to be listened to, and taken seriously**



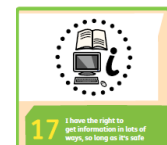
**Article 13 – I have the right to find out and share information**



**Article 16 – I have the right to keep some things private**



**Article 17 – I have the right to get information in lots ways, so long as  
as its safe**



## **Key Contact Personnel in School**

**Nominated Member of Leadership Staff Responsible for the policy: Sarah Costain**

**Designated Safeguarding Lead: Sarah Costain**

**Data Protection Officer: Sarah Costain**

**Named Governor with lead responsibility: Jo Worby**

**Date written: April 2026**

**Date agreed and ratified by Governing Body: May 2026**

**This policy will be reviewed following any concerns and/or updates to national and local guidance or procedures**

# **PRIVACY NOTICE for JOB APPLICANTS (INCLUDING GOVERNOR APPLICATIONS)**

**Five Acre Wood School**

## **Privacy Notice – How we use school applicant information**

This notice explains how Five Acre Wood School collects, uses and protects personal information provided by individuals who apply for roles at the school, including paid employment roles and voluntary positions such as school governors.

Five Acre Wood School is the data controller for the personal information described in this notice and is regulated under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

### **Data Protection Officer (DPO):**

Sarah Costain (Deputy Head)

Five Acre Wood School, Boughton Lane, Maidstone, Kent ME15 9QF

### **The personal information we collect**

When you apply for a role at the school, we may collect and process the following information:

- Personal details (such as name, address, telephone number and email address)
- Employment or volunteering history, qualifications, experience and referees
- Application forms, CVs, supporting statements and interview notes
- Right to work information (this may include copies of documentation including passport and birth certificate).
- Disclosure and Barring Service (DBS) information (where required)
- Safeguarding-related information
- Equality and diversity information (where provided voluntarily)
- Any other information you choose to provide that is relevant to your application (this may include copies of documentation such as driving licence and utility bill).
- Some information, such as safeguarding and suitability checks, is mandatory. Failure to provide this information may mean we cannot progress your application.

## **How we use your personal information**

We use applicant information for the following purposes:

- To assess your suitability for the role you have applied for
- To manage shortlisting, interviews and selection decisions
- To carry out safeguarding checks and legal compliance, including DBS checks where required
- To obtain and verify references
- To comply with statutory and regulatory requirements relating to education, safeguarding and governance
- To contact you regarding your application
- To keep appropriate records of recruitment decisions

If you are successful, some of the information collected during recruitment will be retained and transferred to your personnel or governor record.

## **Lawful basis for processing**

We process your personal data under the following lawful bases:

- Article 6(1)(c) – processing is necessary to comply with a legal obligation
- Article 6(1)(e) – processing is necessary for the performance of a task carried out in the public interest
- Article 6(1)(b) – processing is necessary to take steps at your request prior to entering into a contract (for paid roles)

Where we process special category data (such as health or equality information), we rely on:

- Article 9(2)(g) – substantial public interest (safeguarding of children and individuals)
- Article 9(2)(b) – employment, social security and social protection law (where applicable)

We do not rely on consent as the primary lawful basis for recruitment processing.

## **Who we share your information with**

We may share your personal information where it is lawful and necessary with:

- Kent County Council (where applicable)
- The Department for Education (DfE)
- Disclosure and Barring Service (DBS)
- Safeguarding partners or local authorities
- Professional referees
- Payroll, HR or governance services once appointed

We will not share your information with third parties for marketing purposes.

## **How long we keep your information**

- Unsuccessful applicants: information will normally be retained for 6 months after the recruitment process has concluded
- Successful applicants: relevant information will be retained in line with the school's retention schedule and legal requirements

Retention periods may vary where safeguarding or legal concerns arise.

## **Your rights**

Under UK GDPR you have the right to:

- Access your personal data (subject access request)
- Request correction of inaccurate or incomplete data
- Request erasure of your data in certain circumstances
- Restrict or object to processing in specific situations
- Lodge a complaint with the Information Commissioner's Office (ICO)

Please note that some rights may be restricted where the school is legally required to retain information, particularly for safeguarding purposes.

## **Keeping your personal information secure**

We have appropriate technical and organisational measures in place to protect your personal information from unauthorised access, loss or misuse. Access is restricted to staff who need the information for legitimate recruitment and safeguarding purposes.

## **How to contact us**

If you wish to exercise your rights or have questions about how your information is used, please contact:

Sarah Costain (Data Protection Officer)  
Five Acre Wood School  
Boughton Lane, Maidstone, Kent ME15 9QF  
Tel: 01622 743925

You also have the right to complain to the Information Commissioner's Office (ICO) at:

<https://ico.org.uk/concerns>