Cotford St Luke Primary School

Appreciate – Believe - Challenge

Bethell Mead
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Privacy Notice for Recruitment

We, Cotford St Luke Primary School are a Data Controller under the UK General Data Protection Regulation, which means that we need to provide you with information about how we use your personal data.

What we collect

As part of your application, the school will require personal data such as:

- your name(s), title, contact details, address, and national insurance numbers
- ID documents
- eligibility to work
- previous employment history
- education and professional qualifications
- membership of professional or government bodies
- referee details
- equalities information (so that we can monitor workplace equality)
- any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- any other relevant information you wish to provide to us

Why we use it

We use your data to:

- Assess your suitability for the role
- Validate the information you have provided such as references

Legal basis

We process your data under:

- **UK GDPR Article 6(b)** – Contract, to take necessary steps to enter into a contract
- **UK GDPR Article 6(c)** – Legal obligation, to fulfil our statutory responsibilities for safer recruitment
- **UK GDPR Article 9(g)** – Substantial public interest (for special category data)

Collecting recruitment information

We collect your personal data through your application form and during our interactions with you if you are invited for interview. We may also collect personal data from your referees, the Disclosure and Barring Service, and the Local Authority.

This data is essential for the school's operational use. The majority of the information you provide is mandatory, but some may be requested on a voluntary basis. To comply with the law, we will inform you at the point of collection whether you are required to provide information or whether you have a choice.

Storing recruitment information

We retain data only as long as necessary for legal, regulatory, and operational purposes. If your application is successful, we will retain your data in your personnel file which will be kept in accordance with our data retention schedule. For unsuccessful applications, your data will be kept for six months.

Who we share workforce information with

Generally, we will keep your personal data within the school but in some instances, we may be required to disclose your personal data to:

- third party assessment providers (in order to facilitate your suitability for a role)
- the Local Authority (who may assist the school with the recruitment process)
- our Governing Body

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

International transfers

We do not routinely store or share personal data outside of the UK or EU/EEA. If data is stored outside these areas, we ensure safeguards like standard contractual clauses are in place.

Requesting access to your personal data and your rights

You can request the following from the school:

- Access your data
- Correct or delete it
- Restrict or object to its use
- Request electronic transfer
- Complain if your data is misused

To exercise any of these rights, please contact the school or Data Protection Officer (details below).

Contact us

For questions or data requests, contact the school or our Data Protection Officer at dposchools@somerset.gov.uk

Last updated September 2026