



5. Information and Records

5.1c Comeytrowe Under Fives Privacy Notice - Applicants

Introduction

Comeytrowe Under Fives is committed to ensuring that any personal data we hold about you is protected in accordance with data protection laws and is used in line with your expectations.

This privacy notice explains what personal data we collect, why we collect it, how we use it and how we protect it.

What personal data do we collect?

We collect personal data about you to manage the relationship you have with us.

Personal details that we collect about you includes:

- your name, address, date of birth, gender, telephone number, emergency contact details
- work and employer history, qualifications, and training
- your membership of any professional bodies
- information on health and medical conditions
- your right to work in the UK
- your criminal record
- information about you in order to comply with the Disqualification by Association Regulations (only if applicable)
- equal opportunities monitoring

We collect this information from your application form/CV, copies of documents you provide, through your interview or other correspondence in applicable. We may also collect information from third parties, references from previous employers and criminal record checks from the DBS.

Why we collect this information and the legal basis for handling your data

We use personal data about you as part of our recruitment and selection process to inform our assessment of your suitability for the post.

We process certain categories of data to comply with legal obligations. This includes:

- information on health and medical conditions
- information relating to criminal records

Who we share your data with:

For us to fulfil the terms and conditions of our employment relationship, and to meet our legal obligations, we will also share your data as required with the following categories of recipients:

- Ofsted as part of the recruitment and inspection process
- the Disclosure and Barring Service (DBS) to establish suitability for employment in the setting

We will also share your data if:

- we are legally required to do so, for example, by law, by a court or the Charity Commission
- it is necessary to protect our rights, property, or safety

with our legal advisor where it is necessary to apply the terms and conditions of your employment contract or where there is a dispute

We will never share your data with any other organisation to use for their own purposes.

How do we protect your data?

We protect unauthorised access to your personal data and prevent it from being lost, accidentally destroyed, misused, or disclosed by:

- encrypting and storing electronic data securely.
- all paper documents containing applicants' personal details are stored securely in a locked filing cabinet.

How long do [I/we] retain your data?

If you are not offered a post, we will retain your personal data for six months following the date we receive your application form.

If, following the recruitment process, you are offered a contract our Privacy notice for Employees will apply to the retention of your personal data.

Your rights with respect to your data

You have the right to:


- request access, amend or correct your personal data
- request that we delete or stop processing your personal data, for example where the data is no longer necessary for the purposes of processing
- request that we transfer your personal data to another person

If you wish to exercise any of these rights at any time or if you have any questions, comments or concerns about this privacy notice, or how we handle your data please contact us. If you continue to have concerns about the way your data is handled and remain dissatisfied after raising your concern with us, you have the right to complain to the Information Commissioner Office (ICO). The ICO can be contacted at Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF or ico.org.uk/

Changes to this notice

We keep this notice under regular review. You will be notified of any changes where appropriate.

This policy was updated at a meeting of **Comeytrove Under Fives Preschool Management Committee**

Held on:	9th July 2024
Date to be reviewed:	July 2025
Signed on behalf of the Management Committee:	
Name of signatory:	Sarah Greenslade
Role of signatory:	Chairperson



**CHARITY COMMISSION
FOR ENGLAND AND WALES**

Charity Registration Number: 1019847



Registered

Ofsted Registration Number: 143065

