



**King's
Worcester**

**Privacy Notice –
Job Applicants & Referees**

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1. Introduction

This privacy notice explains how and why The King’s School, Worcester (the Foundation) collects and uses **personal data**. It sets out what information we hold, how we use it, who we share it with, and your rights under data protection law.

We work with a wide range of individuals, including pupils, parents/guardians, staff, alumni, Governors, volunteers, job applicants, external hirers, and visitors. To ensure clarity and transparency, we have created tailored privacy notices for each group.

This notice applies to:

- individuals applying for employment (Job Applicants)
- individuals who provide references to support job applications (Referees).

Our other privacy notices can be accessed on our website: www.ksw.org.uk/the-kings-foundation/about-kings/policies

We are committed to protecting your privacy and ensuring your personal data is handled **securely and lawfully**. This notice is designed to be clear and easy to understand, so you know exactly what happens to your information.

The privacy notices should be read alongside other relevant Foundation policies, including our Data Protection Policy, Safeguarding Policy, IT Acceptable Use Policy, and Data Retention Policy. Copies of these policies are available on request.

2. Accessibility Statement

The King's School, Worcester is committed to making our privacy notices accessible to everyone. If you require this document in an alternative format – such as large print, Braille, audio, or another language – please contact the Compliance Manager at compliance@ksw.org.uk or by telephone. We will do our best to provide the information you need in a way that works for you.

3. Glossary of Terms

- **Personal Data:** Any information that identifies or relates to an individual, such as names, contact details, or financial information.
- **Special Category Data:** Sensitive personal data that requires extra protection, including health, ethnicity, religion, and other protected characteristics.
- **Data Controller:** The organisation (in this case, The King's School, Worcester) that determines how and why personal data is processed.
- **Processing:** Any action performed on personal data, such as collecting, storing, using, or sharing it.
- **Lawful Basis:** The legal justification for processing personal data, such as consent, contract, legal obligation, or legitimate interests.
- **Consent:** Permission given by an individual for their data to be processed for specific purposes. It must be freely given, informed, and can be withdrawn at any time.
- **Subject Access Request (SAR):** A formal request by an individual to access the personal data an organisation holds about them.
- **Data Retention:** The period during which personal data is kept before being securely deleted or destroyed.
- **Data Breach:** A security incident where personal data is lost, accessed, or disclosed without authorisation.
- **Job Applicant:** An individual who applies for a position at The King's School, Worcester. This includes anyone who submits an application, CV, or expression of interest for employment, whether speculative or in response to a specific vacancy.
- **Referee:** An individual who provides a reference or testimonial in support of a job applicant's

application for employment. This may include current or former employers, colleagues, academic supervisors, or other professional contacts nominated by the applicant.

4. Who we are

The King's School, Worcester is a charitable company limited by guarantee, registered in England and Wales (Company No. 4776324) and with the Charity Commission (Charity No. 10983236). Our registered office is located at 5 College Green, Worcester, WR1 2LL.

The Foundation operates one Senior School, known as **King's Worcester**, and two Prep Schools - **King's St Alban's** and **King's Hawford**.

For data protection purposes, the Foundation is the **Data Controller**. This means we decide how and why your personal data is used. We are registered with the Information Commission (formerly the ICO) under registration number **Z7022029**.

The Foundation also operates King's School, Worcester Enterprises Ltd, and King's School Activities Ltd as wholly owned subsidiaries, and works in conjunction with The King's School, Worcester Charitable Trust.

The Foundation's **Compliance Manager**, who can be contacted at compliance@ksw.org.uk, oversees data protection and will handle any questions or requests about your personal data.

5. How We Collect Data

We collect personal data about you in a variety of ways, including:

- **Directly from you:**
When you complete application forms (online or paper), send us CVs or cover letters, correspond with us by email, phone, or letter, attend interviews, meetings or events, or otherwise interact with the Foundation and its schools.
- **From your use of our services:**
When you use our websites, apps, or other digital platforms, we may collect information about your usage and preferences.
- **From third parties:**
We may receive information from referees, recruitment agencies, and from vetting checks such as DBS.
- **From publicly available sources:**
We may also collect information from public records, professional networking sites (such as LinkedIn), news articles, or other sources in the public domain, particularly for fundraising, safeguarding, or verifying information. It is used sparingly and only where relevant.
- **For Referees:**
We may obtain information from the applicant who has named the referee as part of their application, or from third-party recruitment platforms or agencies that facilitate the reference process. We may also collect personal data when a referee provides a reference or responds to a request for information about a job applicant.

The information we collect may be factual, expressions of opinion, images, or other recorded information that identifies or relates to you as an individual. We may also collect anonymised data for statistical or research purposes, which does not identify you personally.

6. The Types of Personal Data We Collect

We only collect and use personal data that is relevant and necessary for the purposes described in this notice, and we take care to keep your information accurate and up to date.

Some of the data listed may be optional or collected only in specific circumstances, such as for bursary applications or if there are safeguarding concerns.

Data that we collect about job applicants may include but is not limited to:

- **Identification and Contact Details**
 - full name, title, date of birth and gender
 - home address, email address, and telephone numbers
 - vehicle registration number (if provided during visitor sign-in).
- **Employment and Professional Information**
 - Current job title and employment history
 - qualifications and professional memberships
 - references from previous employers or institutions.
- **Safeguarding, Pastoral, and Welfare Information**
 - Disclosure and Barring Service (DBS) checks and other pre-employment vetting information
 - information relating to safeguarding obligations.
- **Medical and Health Information**
 - accessibility requirements or adjustments necessary for interview arrangements
 - occupational health or medical information (only where relevant and voluntarily provided).
- **Communications and Interactions**
 - records of correspondence with the Foundation (e.g. emails, letters, phone calls)
 - attendance at interviews or recruitment events.
- **Photographs and Recordings**
 - a photograph is taken of all visitors, including job applicants, upon arrival and sign-in at the Foundation's premises. This is for safeguarding purposes only and is not used for promotional or profiling activities
 - images or video footage may be captured via CCTV or during recruitment-related events held on-site.

- **Technical and Usage Data**
 - information about your use of our websites, portals, or apps (e.g. login details, IP address, device information, usage logs)
 - CCTV footage if you attend interviews on site.
- **Legal and Regulatory Information**
 - information required for legal, regulatory, or compliance purposes (e.g. safeguarding checks)
 - immigration status and right to work in the UK (e.g. visa type, sponsorship details, expiry dates, and documentation provided for verification).

If your application is successful, further data will be collected and processed as outlined in our **Privacy Notice for Staff**.

Data that we collect about Referees may include but is not limited to:

- **Identification and Contact Details**
 - full name and title
 - contact details (email address, phone number, organisation)
 - professional relationship to the applicant.
- **Reference and Related Information**
 - reference content (e.g. opinions, assessments, factual statements)
 - any additional correspondence related to the reference.

7. How We Use Your Personal Data

We process your personal data only where we have a lawful basis to do so under data protection law. The main legal bases we rely on are:

Legal Basis	Description
Contract (pre-contractual steps)	Necessary to assess your application and take steps prior to entering into an employment contract.
Legal Obligation	Required to comply with laws, such as safeguarding or immigration checks.
Legitimate Interests	Used where necessary for the Foundation's operations, provided your rights are not overridden.
Consent	Used only when you have explicitly agreed, such as for marketing or promotional use.
Vital Interests	Used in emergencies to protect life or well-being.

Below is a summary of the main purposes for which we process your personal data, along with the legal basis for each activity:

- To assess suitability for employment or voluntary roles and make recruitment decisions – **Contract, Legitimate Interests**
- To verify qualifications, references, and right to work in the UK – **Legal Obligation, Contract**
- To arrange and conduct interviews or assessments – **Contract, Legitimate Interests**
- To manage safeguarding checks and vetting procedures – **Legal Obligation**
- To communicate during the recruitment process – **Contract, Legitimate Interests**
- To reimburse expenses or manage financial arrangements – **Contract, Legal Obligation**
- To safeguard pupils, staff, and the wider school community – **Legal Obligation, Vital Interests**
- To manage medical needs, dietary requirements, and accessibility adjustments – **Legal Obligation, Vital Interests**
- To ensure the safety and security of our premises and IT systems – **Legitimate Interests, Legal Obligation**
- To manage access, site security, and incident reporting – **Legal Obligation, Legitimate Interests**
- To capture CCTV images or recordings for safeguarding, security, or operational purposes – **Legal Obligation, Legitimate Interests**
- To share personal data with trusted third-party service providers for operational, educational, or administrative purposes – **Legitimate Interests, Contract**
- To comply with legal and regulatory obligations – **Legal Obligation**
- To report to government authorities (such as the Department for Education or HMRC) – **Legal Obligation**
- To respond to complaints, disputes, or legal claims – **Legal Obligation, Legitimate Interests**
- To respond appropriately in urgent situations, including protecting life or well-being in emergencies – **Vital Interests, Legal Obligation.**

In some cases, we may rely on more than one legal basis for processing your data. For example, safeguarding may involve both legal obligation and vital interests.

Where we rely on legitimate interests as our legal basis, we have undertaken a Legitimate Interests Assessment to ensure that our processing is necessary, proportionate, and does not unduly impact your rights and freedoms.

In some cases, we may process your personal data for the legitimate interests of others, such as other schools, regulatory authorities, or safeguarding partners, where it is necessary and lawful to do so.

If you have any questions about how we process your data, or if you wish to object to any use of your data, please contact the Compliance Manager at compliance@ksw.org.uk.

Please note that the purposes and activities described in this notice are representative of the types of processing undertaken by the Foundation. They do not constitute an exhaustive list, and additional processing may occur where permitted by law and in accordance with this notice.

8. Special Category Personal Data

Some personal data is considered more sensitive under data protection law. This includes information about your health, ethnicity, religion, and other protected characteristics.

During the recruitment process, we may collect and use special category data where necessary. For example:

- to make reasonable adjustments for interviews or assessments
- to comply with legal obligations (e.g. diversity monitoring, health and safety requirements)
- to assess your suitability for a role involving regulated activity or safeguarding responsibilities).

We will only process special category (sensitive) personal data where we have a lawful basis under Article 6 of the UK GDPR and a separate condition under Article 9(2). This ensures your data is handled responsibly and in line with legal requirements.

We may process this type of data under the following conditions:

- **with your explicit consent** – when you have clearly agreed to it (Article 9(2)(a))
- **to protect your vital interests** – for example, in an emergency where you're unable to give consent (Article 9(2)(c))
- **where we have a legal obligation in employment law** – such as monitoring equality and diversity, managing sickness absence, or ensuring workplace safety (Article 9(2)(b))
- **for reasons of substantial public interest** – such as safeguarding or child protection (Article 9(2)(g))
- **to provide health or social care services** – including support for special educational needs (SEN) and pastoral care (Article 9(2)(h))
- **for public health purposes** – such as vaccinations or managing infectious diseases (Article 9(2)(i))
- **for archiving, research, or statistical purposes** – where appropriate safeguards are in place to protect your privacy (Article 9(2)(j)).

Access to special category (sensitive) data is strictly limited to those staff or professionals who need it to fulfil their roles, in line with our safeguarding and legal obligations.

For more information on how we handle sensitive data, please refer to our **Appropriate Policy Document**, available on the Foundation's website.

9. Criminal Offence Data

In limited circumstances, we may process data relating to criminal convictions or offences, for example in connection with safeguarding concerns or legal claims. This is done in accordance with Article 10 of the UK GDPR and Schedule 1 of the Data Protection Act 2018, and only where necessary and lawful. Such data is handled with strict confidentiality and appropriate safeguards, as outlined in our Appropriate Policy Document, which is available on the Foundation's website.

10. Who We Share Your Data With

We only share your personal data where it is necessary, lawful, and in line with our safeguarding and confidentiality obligations. Your data may be shared with:

- **relevant staff:** Members of staff at the Foundation (and occasionally Governors) who are involved in recruitment decisions (e.g. HR, hiring managers).
- **the job applicant:** References may be shared, if appropriate and lawful.
- **service providers and contractors:** Third-party companies who support our recruitment and IT systems, such as:
 - recruitment platform providers
 - IT and cloud service providers (for secure data storage and communications)
 - vetting and background check providers (e.g. DBS services)
 - external auditors and advisors (where necessary).
- **regulatory and statutory bodies:** Where required by law, we may share your data with:
 - the Disclosure and Barring Service (DBS)
 - the Information Commission (formerly the ICO)
 - law enforcement agencies or safeguarding authorities (if applicable)
 - UK Visas and Immigration (UKVI), where required for visa sponsorship or compliance with immigration law.
- **legal and professional advisors:** Our lawyers, insurers, and other professional advisors, where necessary to obtain advice or manage legal claims.

We have data processing agreements in place with all third-party providers to ensure your data is handled securely and in compliance with data protection laws.

We require all third parties to respect the security of your personal data and to treat it in accordance with the law. We do not allow our service providers to use your personal data for their own purposes and only permit them to process your data for specified purposes and in accordance with our instructions.

If we transfer your personal data outside the UK or European Economic Area (EEA), we will ensure appropriate safeguards are in place in accordance with data protection law. These safeguards may include Standard Contractual Clauses, adequacy decisions, or other lawful mechanisms under UK GDPR.

We will never sell your personal data to third parties.

If we need to share your data for any other reason, we will seek consent from you or your parents/guardians unless we are required or permitted to do so by law.

11. Images and Recordings

We may capture photographs or video footage at school events, including fixtures and matches. This may include recording and/or live streaming via a secure platform of pupils taking part in activities such as sports matches. If this is done, individuals will not be identified by name.

Images and recordings may be used for internal purposes, newsletters, social media, or promotional materials. We aim to do this respectfully and in line with data protection law. Images and recordings will only be used for marketing purposes if we have your explicit written consent.

If you have concerns or wish to opt out of being included in such images or recordings, please contact compliance@ksw.org.uk. Please note that while opting out will not affect essential communications or safeguarding-related use of data, it may limit participation in certain events where photography or recording is integral and it is not reasonably practicable to exclude individuals from the footage.

12. Use of Artificial Intelligence (AI)

The Foundation uses artificial intelligence (AI) tools to support the efficiency and effectiveness of its operations, including data management, analysis, and decision-making. These tools are used in a responsible and transparent manner, and always in line with data protection law.

We ensure that:

- AI models are not trained using personal data
- explanations of AI-generated outputs are provided where relevant and appropriate.
- due diligence is carried out on all AI suppliers, including checks on data security, privacy practices, and compliance with UK data protection law.

We are committed to maintaining transparency about our use of AI and ensuring that any data processed through AI tools is handled lawfully, fairly, and securely.

The Foundation does not currently use personal data for automated decision-making or profiling that has legal or similarly significant effects.

13. How We Keep Your Data Secure

We take the security of your personal data very seriously. The Foundation has put in place a range of technical and organisational measures to protect your information from loss, misuse, unauthorised access, disclosure, alteration, or destruction. These measures include:

- **Access Controls:** Only staff, Governors and trusted service providers who need your data to carry out their duties are given access, and only to the information necessary for their role.
- **Staff Training:** All staff and Governors receive regular training on data protection and their responsibilities for keeping your information safe.
- **Secure Systems:** We use secure IT systems and cloud services, with appropriate encryption, password protection, and regular security updates.

- **Policies and Procedures:** The Foundation has clear policies on the use of technology, devices, and data handling, which all staff and governors must follow.
- **Data Breach Procedures:** We have procedures in place to detect, report, and investigate any suspected personal data breaches. If a breach occurs that affects your data, we will notify you and the relevant authorities as required by law.
- **International Transfers:** If we need to transfer your personal data outside the UK or European Economic Area (EEA), we ensure that appropriate safeguards are in place in accordance with data protection law.
- **Retention and Disposal:** Personal data is only kept for as long as necessary and is securely deleted or destroyed when no longer needed.

While we do everything we can to protect your information, please be aware that sending data over the internet can never be guaranteed as completely secure. If you choose to communicate with us online, you do so at your own risk.

If you have any questions about how we keep your data secure, please contact the Foundation's Compliance Manager at compliance@ksw.org.uk.

14. How Long We Keep Your Data

We keep your personal data only for as long as necessary to fulfil the purposes for which it was collected, including to meet legal, regulatory, or operational requirements.

The specific retention periods for different types of data are set out in our Data Retention Policy, which is available on request from the Compliance Manager at compliance@ksw.org.uk.

For example:

- application forms, CVs, and interview notes for unsuccessful candidates are retained for up to 12 months after the recruitment process ends, to allow for feedback, audit, or legal purposes
- reference data is retained in line with recruitment records, typically for the duration of the recruitment process and a short period thereafter
- safeguarding and vetting records (e.g. DBS checks) may be retained longer if required by law or guidance
- emails and correspondence are normally retained for 3 years, unless they relate to safeguarding or legal matters.

If your application is successful, your data will be transferred to your staff personnel file and managed in accordance with our Privacy Notice for Staff.

In some cases, we may retain limited information for archiving, statistical, or legal purposes (for example, to comply with safeguarding or financial regulations, or to honour your request not to be contacted again).

Once your data is no longer needed, it will be securely deleted or destroyed.

If you have any questions about how long we keep your data, or if you wish to request erasure, please contact the Compliance Manager at compliance@ksw.org.uk.

15. Your Rights

Under UK data protection law, you have a number of rights in relation to your personal data. These rights are designed to give you control over how your information is used. Below is a summary of your rights and how you can exercise them:

1. Right to Be Informed

You have the right to be told how your personal data is collected, used, stored, and shared. This privacy notice is part of how we meet that obligation.

2. Right of Access

You can request a copy of the personal data we hold about you, along with details of how we use it. This is called a Subject Access Request (SAR).

3. Right to Rectification

If any of your personal data is inaccurate or incomplete, you can ask us to correct or update it.

4. Right to Erasure (Right to be Forgotten)

You can ask us to delete your personal data in certain circumstances – for example, if it is no longer needed or if you withdraw consent.

Please note that we may need to retain some data for legal or safeguarding reasons, or to maintain suppression records (to ensure we don't contact you again).

5. Right to Restrict Processing

You can ask us to limit how we use your data – for example, while we are checking its accuracy or considering an objection.

6. Right to Object

You can object to our use of your data where we rely on legitimate interests as our legal basis (e.g. for fundraising or wealth screening).

We will consider your objection and stop processing unless we have compelling reasons to continue.

7. Right to Withdraw Consent

Where we rely on your consent (e.g. for marketing or use of images), you can withdraw it at any time. This will not affect any processing already carried out.

8. Right to Data Portability

You can ask us to transfer your personal data to another organisation in a structured, commonly used format – where technically feasible and where the processing is based on consent or contract.

9. Rights Related to Automated Decision-Making and Profiling

You have rights in relation to decisions made solely by automated means. The Foundation does not currently carry out automated decision-making or profiling.

Important Notes

- These rights apply to your own personal data. If you are acting on behalf of someone else (e.g. your child), we may need confirmation of your authority.
- Some rights may be limited by law or overridden by safeguarding or legal obligations.

16. How to Exercise Your Rights

If you have any questions or concerns, or would like to exercise your rights, please don't hesitate to contact our **Compliance Manager** at compliance@ksw.org.uk. We're here to help and will respond promptly.

If you wish to make a request, please clearly state which right you wish to exercise (for example, access, correction, erasure, or objection) and provide enough information for us to identify you and the data in question. We will always explain any reasons if we are unable to comply with your request, for example, if legal or safeguarding obligations require us to retain certain information.

If you have a concern or complaint about how your personal data has been handled, we encourage you to contact the Compliance Manager at compliance@ksw.org.uk in the first instance. We will do our best to resolve the issue through our internal complaints procedure.

We will acknowledge your complaint within 30 calendar days and aim to provide a full response as soon as possible. We also keep a record of all complaints in line with our Data Retention Policy, to help us monitor and improve our data protection practices.

More information is available in our full Data Protection Complaints Procedure, which can be accessed on our website or provided on request.

If you remain dissatisfied, you have the right to contact the Information Commission (formerly the ICO), the UK's independent authority for data protection. More information is available at www.ico.org.uk.

We are committed to handling all requests and concerns promptly, fairly, and transparently.

17. Changes to This Privacy Notice

We may update this privacy notice from time to time to reflect changes in our practices, legal requirements, or the way we operate. Any significant changes will be communicated to you directly, where appropriate, or published on our website. We encourage you to review this notice periodically to stay informed about how we protect your personal data.

18. Version Control

Version No	Date	Summary of changes	Reviewed by
1	08/10/2025	Creation of Privacy Notice	Liz Sydenham, Compliance Manager

19. Approval

The Foundation Leadership Team will review and approve significant policy changes every two years or at more frequent intervals if there are relevant legislative changes, and/or the evaluation of the policy highlights the need for a review.

Version No	Approval Date	Approval Confirmed by
1	03 November 2025	Fiona Cook, EA to the Head of Foundation

20. Implementation and Awareness

This policy will be published on the Foundation website and Firefly.

Version No	Implementation Date	Notification
1		