



**Kingsford Community School**  
An International School and Confucius Classroom

## PRIVACY NOTICE FOR JOB APPLICANTS

This privacy notice explains how Kingsford Community School as the 'data controller' as defined in Data Protection Legislation collects, stores and uses personal data.

As part of the recruitment process, the school collects and processes personal data relating to job applicants. The school is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

### Who we are

Kingsford Community School is a maintained school based in the London Borough of Newham.

### Our address is:

Kingsford Community School  
Kingsford Way,  
Beckton,  
London, E6 5JG

### Our DPO is:

The Education Space; and their contact details are:

### Data Protection Officer

Data Compliance - The Education Space  
3rd Floor, Boardman House, 64 Broadway, London E15 1NT  
0208 249 6977  
Mobile: 07807 727014  
Email: [DPO@theeducationspace.co.uk](mailto:DPO@theeducationspace.co.uk)  
Website: [theeducationspace.co.uk](http://theeducationspace.co.uk)

The information that we collect, hold and share includes, but may not be limited to:

- personal information (such as name, DOB, employee or teacher number)
- contact information (such as address, telephone number, email address)
- characteristics information (such as, sex, age, ethnic group, religion, languages spoken)
- Details of your qualifications, skills, experience and employment history, including absence
- Information about your current level of remuneration, including benefit entitlements
- Right to work in the UK
- relevant information regarding safeguarding (such as DBS and criminal convictions)
- images (including CCTV and identity management and authentication)
- health information (medical, disability)



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### Why we collect and use job applicant information

Under the UK General Data Protection Regulation (UK GDPR), the legal basis / bases we rely on for processing personal information are:

- We need to comply with a legal obligation Article 6(1)(c)
- the processing is necessary for entering into a contract Article 6(1)(b)
- There is a legitimate interest - Article 6(1)(f); Processing data from job applicants allows the school to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The school may also need to process data from job applicants to respond to and defend against legal claims.
- to prevent or detecting unlawful acts - DPA 2018, Schedule 1, Part 2 (10)  
Where the school relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

Less commonly, we may also process personal information in situations where:

- we have obtained consent to use it in a certain way Article 6(1)(a)
- we need to protect the individual's vital interests (or someone else's interests) - Article 6(1)(d)

Where we have obtained consent to use personal information, this consent can be withdrawn at any time. We will make this clear when we ask for consent, and explain how consent can be withdrawn.

In addition, concerning any special category data, we rely on the following conditions from Article 9 of the UK GDPR and Schedule 1 Part 2 of the DPA 2018 for processing:

- Explicit consent - Article 9(2)(a)
  - ethnicity,
- Reasons of substantial public interest - Article 9(2)(g)
  - health data - (*DPA 2018 Schedule 1 paragraph 18 - Safeguarding and individuals at risk*)
  - religion - (*DPA 2018 Schedule 1 paragraph 8 - Equality of opportunity or treatment*)

### Collecting job applicant information

We collect personal information mainly via job application forms, received either directly or indirectly from the following third parties:

- Official bodies, such as the Teaching Regulation Agency and Disclosure and Barring Service.
- Your previous employers.
- Your nominated referees.



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- Relevant recruitment or supply agencies.

### Storing job applicant information

We hold data securely for the set amount of time shown in our Record of Processing Activities (RoPA). For more information on our data retention schedule and how we keep your data safe, please contact the school: [dataprotection@kingsford.newham.sch.uk](mailto:dataprotection@kingsford.newham.sch.uk).

You can also access our Data Protection Policy [here](#) and our Appropriate Policy Document [here](#).

### Why we share school job applicant information

We do not share information about our workforce members with anyone without consent unless the law allows us to do so

We rely on the previously mentioned legal bases for sharing workforce information, namely:

- to comply with a legal obligation - Article 6(1)(c)
- for the performance of a contract - Article 6(1)(b)
- There is a legitimate interest - Article 6(1)(f)
- prevent or detecting unlawful acts - DPA 2018, Schedule 1, Part 2 (10)

### Requesting access to your personal data

The UK GDPR gives you certain rights about how your information is collected and used. To make a request for your personal information, contact the school office.

You also have the following rights:

- the right to be informed about the collection and use of your personal data - this is called 'right to be informed'.
- the right to ask us for copies of personal information we have about you - this is called 'right of access', this is also known as a subject access request, data subject access request or right of access request.
- the right to ask us to change any information you think is not accurate or complete - this is called 'right to rectification'.
- the right to ask us to delete your personal information - this is called 'right to erasure'
- the right to ask us to stop using your information - this is called 'right to restriction of processing'.
- the 'right to object to processing' of your information, in certain circumstances
- rights in relation to automated decision making and profiling.



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- the right to withdraw consent at any time (where relevant).
- the right to complain to the Information Commissioner if you feel we have not used your information in the right way.

There are legitimate reasons why we may refuse your information rights request, which depends on why we are processing it. For example, some rights will not apply:

- right to erasure does not apply when the lawful basis for processing is legal obligation or public task.
- right to portability does not apply when the lawful basis for processing is legal obligation, vital interests, public task or legitimate interests.
- right to object does not apply when the lawful basis for processing is contract, legal obligation or vital interests. And if the lawful basis is consent, you don't haven't the right to object, but you have the right to withdraw consent.

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance by writing to [dataprotection@kingsford.newham.sch.uk](mailto:dataprotection@kingsford.newham.sch.uk) or directly to the Information Commissioner's Office at [raise a concern with ICO](#).

### Last updated

We may need to update this privacy notice periodically so we recommend that you revisit this information from time to time. This version was last updated on **9<sup>th</sup> December 2024**.

### Contact

If you would like to discuss anything in this privacy notice, please contact [dataprotection@kingsford.newham.sch.uk](mailto:dataprotection@kingsford.newham.sch.uk). The DPO can be contacted by writing to [DPO@theeducationspace.co.uk](mailto:DPO@theeducationspace.co.uk).