



# MEREWORTH COMMUNITY PRIMARY SCHOOL

## Privacy Notice - Job Applicants

*Lasting learning experiences for life.*



Version 1.0 · Issued 14 September 2026 · Next review 14 September 2027 · Data controller: Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND · Data Protection Officer: Satswana Ltd, dpo@satswana.com

This notice explains how Mereworth Community Primary School uses the personal information you give us when you apply for a role, and what happens to it after the recruitment process. It is issued with every application pack from 14 September 2026 and reviewed annually.

### Who We Are

Mereworth Community Primary School, 39 The Street, Mereworth, Kent, ME18 5ND, is the data controller for your application. ICO registration Z6064564. Our Data Protection Officer is Satswana Ltd (outsourced Data Protection Officer) (dpo@satswana.com).

### What We Collect and Why

We collect: your name and contact details; employment history and qualifications; your supporting statement; details of any relationship to a governor or member of staff; referee details and references; information about your right to work in the UK; information about any criminal convictions relevant to a role working with children; equality monitoring information you choose to provide; and information about reasonable adjustments you need for the recruitment process.

We use it to assess your suitability for the role, to shortlist and interview, to verify what you have told us, to meet our safer recruitment duties under Keeping Children Safe in Education, to comply with immigration law, and to meet our equality duties.

Our lawful bases are: legal obligation (safer recruitment, right to work and equality duties); public task (appointing suitable staff to a school); legitimate interests and steps preparatory to a contract (assessing your application); and, for special category and criminal offence data, Article 9(2)(b) and (g) with the employment and safeguarding conditions in Schedule 1 DPA 2018.

### References, Online Checks and Shortlisting

We normally seek references before interview for posts working with children, and we may contact any previous employer where a child or vulnerable adult was involved. We will tell you at what stage references will be taken up.

For shortlisted candidates for posts working with children, we carry out an online search of publicly available information as part of our safer recruitment duties. This is limited to information relevant to suitability to work with children, is carried out by a named member of staff, is recorded, and you will be given the opportunity to comment on anything we intend to rely on.

We do not use automated decision-making to shortlist or reject applications.

### Who We Share It With

Your application is seen by the recruitment panel and the staff supporting the process. We may share information with: your named referees; Kent County Council or our trust where they support recruitment; the Disclosure and Barring Service and other check providers if you are offered a post; the Teaching Regulation Agency for prohibition checks; our recruitment platform provider, acting as our processor; and, where required, the Home Office.

### How Long We Keep It

If you are unsuccessful, we keep your application for six months after the recruitment decision, so that we can respond to any query or complaint, and then destroy it securely. Interview notes and shortlisting records are kept for the same period. Equality monitoring information is separated from your application and held in anonymised, aggregated form.

If you are appointed, the relevant information transfers to your personnel file and is then covered by our Privacy Notice (Staff).

We do not keep your details on file for future vacancies unless you ask us to and we agree; if we do, we will keep them for no more than 12 months and you can withdraw at any time.

### Your Rights Over Your Information

You have the right to: be informed about how we use your data; request a copy of it (a subject access request); have inaccurate data corrected; ask for data to be erased where we have no continuing reason to hold it; ask us to restrict processing while a concern is resolved; object to processing based on our legitimate interests or public task; receive certain data in a portable format; and withdraw consent at any time where we have relied on consent.

To exercise any right, contact our Data Protection Officer, Satswana Ltd (outsourced Data Protection Officer), at dpo@satswana.com, or write to the Headteacher at 39 The Street, Mereworth, Kent, ME18 5ND. We respond within one calendar month, and will tell you if we need to extend that for a complex request.

Some rights are qualified. For example, we cannot delete records we are required by law to keep, and we may withhold information where an exemption applies (such as where disclosure would cause serious harm, or would identify a third party or a safeguarding referrer).

If you are unhappy with how we have handled your information, please tell us first so we can put it right. You also have the right to complain to the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow SK9 5AF, [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint), 0303 123 1113.

## Document Control

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|--------------------------------------|------------------------------------------------------------------------------------------------------------|-------------------------|------------------------------------------------------|
| <b>Document owner</b>                | School Business Manager, with Satswana Ltd (outsourced Data Protection Officer)                            | <b>Version</b>          | 1.0                                                  |
| <b>Data Protection Officer</b>       | Satswana Ltd (outsourced Data Protection Officer) — <a href="mailto:dpo@satswana.com">dpo@satswana.com</a> | <b>Approved by</b>      | Governing Body of Mereworth Community Primary School |
| <b>Senior Information Risk Owner</b> | Miss A. Lavelle                                                                                            | <b>Date of approval</b> | 14 September 2026                                    |
| <b>ICO registration</b>              | Z6064564                                                                                                   | <b>Review cycle</b>     | Annual — next review 14 September 2027               |