



Job Applicant Privacy Notice

Family Tree Day Nursery

This privacy notice explains how Family Tree Day Nursery (the “organisation”, “we”, “us” or “our”) collects and uses personal information about job applicants, prospective workers, volunteers and work-experience candidates during recruitment. We are committed to handling your information lawfully, fairly, transparently and securely.

The organisation is the data controller for the personal information described in this notice. Questions about this notice or the way we use your information should be sent to Sarah Kingsley, The old school at East lodge, Ampthill Road, SG17 5BH 01462 337273

What information do we collect?

We may collect and use the following information where it is relevant to the role and the recruitment process:

- your name, address and contact details, including your email address and telephone number;
- details of your qualifications, professional registrations, training, skills, experience and employment history, including explanations for gaps in employment;
- your application form, CV, interview notes, assessment results and other information you provide during recruitment;
- proof of identity and information about your entitlement to work in the UK;
- references and information obtained from current or previous employers, education or training providers and other referees;
- information needed to make reasonable adjustments during the recruitment process;
- information about your suitability to work with children, including safeguarding, vetting, barring and disqualification information;
- criminal offence information, where it is lawful and necessary to collect it, including relevant information about arrests, charges, convictions, cautions, court orders, reprimands and warnings; and
- any other information that may reasonably affect your suitability for the role or to work with children.

We will not usually need your National Insurance number until you are appointed. Equality and diversity monitoring information, where collected, will normally be separated from the selection process and used only for monitoring purposes.

How do we collect your information?

We collect information directly from you, for example through application forms, CVs, interviews, assessments, correspondence, identity documents, suitability declarations and documents you provide during pre-employment checks.

We may also obtain information from third parties, including referees, current or former employers, education or training providers, the Disclosure and Barring Service (DBS), the DBS Update Service, background-check providers, professional or regulatory bodies, local authorities, safeguarding agencies and other lawful sources. We will normally tell you before seeking information from a third party, unless the law permits or requires otherwise.

Suitability to work with children

For roles covered by the Early Years Foundation Stage (EYFS), we are required to assess whether applicants are suitable to work with children. You must disclose any information that may affect your suitability, including, but not limited to, relevant arrests, charges, convictions, cautions, court orders, reprimands and warnings. This employment is subject to Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975.

A disclosure will not automatically prevent you from being appointed. We will consider information fairly, confidentially and proportionately, taking account of its relevance to the role, the circumstances, the stage reached in any investigation or proceedings, and any safeguarding measures that may be required.



Where the role requires an enhanced DBS check and barred list check, appointment and any start date will be conditional upon the required checks and other safer recruitment requirements being completed satisfactorily.

Why do we use your information?

We use your information to:

- manage the recruitment and selection process;
- assess your qualifications, experience, skills and suitability for the role;
- verify your identity, right to work, qualifications, employment history and references;
- carry out safer recruitment, safeguarding, DBS, barred list and other vetting checks where required;
- decide whether to offer you a role and, if appointed, prepare and enter into a contract or other engagement arrangement;
- make reasonable adjustments and comply with equality law;
- protect children, staff and others and comply with our safeguarding duties;
- keep appropriate records and demonstrate that recruitment decisions were fair and properly made; and
- establish, exercise or defend legal claims.

Use of recruitment and employment-checking providers

We may use external service providers to support parts of our recruitment, safer recruitment and pre-employment checking processes.

These providers may process your personal information on our behalf to manage applications, contact you or recruitment agencies, coordinate interviews, request and verify references, contact referees, investigate incomplete or inconsistent information, verify qualifications, carry out right-to-work checks and provide us with recruitment and compliance records.

We remain responsible for deciding how your information is used and for making recruitment and suitability decisions. Any provider acting on our behalf must follow our instructions, protect your information, keep it confidential and use it only to provide the agreed services.

Our lawful bases

Depending on the information and purpose, we rely on one or more of the following lawful bases under Article 6 of the UK GDPR:

- taking steps at your request before entering into a contract;
- complying with our legal obligations, including right-to-work, equality, safeguarding and early years requirements;
- our legitimate interests in recruiting suitable people, managing an effective recruitment process, protecting children and others, and keeping appropriate recruitment records; and
- consent, where we ask to retain your details for possible future vacancies. You may withdraw that consent at any time.

Where we process health information or other special category data, we do so where necessary to meet employment-law obligations and rights, make reasonable adjustments, protect vital interests, establish or defend legal claims, or for another condition permitted by data protection law.

Where we process criminal offence information, we do so under Article 10 of the UK GDPR and an applicable condition in Schedule 1 of the Data Protection Act 2018, including where processing is necessary for employment purposes and/or to safeguard children and individuals at risk. We maintain an Appropriate Policy Document where required.

Who has access to your information?

Your information will be shared internally only with people who need it for recruitment, safeguarding, HR, management or administrative purposes. This may include interviewers, the recruiting manager, senior leaders and authorised personnel. Your information may also be shared externally with outsourced HR advisers and outsourced payroll providers.



Where necessary and lawful, we may share relevant information with referees, current or former employers, background-check providers, the DBS, the DBS Update Service, Ofsted, a childminder agency, the Local Authority Designated Officer, children's social care, the police, professional or regulatory bodies, our HR or legal advisers, insurers and IT service providers.

We require service providers acting on our behalf to protect your information and use it only for the services they provide to us.

International transfers

We do not routinely transfer applicant information outside the United Kingdom. If a transfer is necessary, we will ensure that an appropriate lawful safeguard is in place and provide further information where required.

How do we protect your information?

We use appropriate technical and organisational measures to protect personal information against accidental or unlawful loss, alteration, disclosure, misuse or unauthorised access. Access is restricted to authorised people who need the information for their work. We also have procedures for responding to suspected personal data breaches.

How long do we keep your information?

If your application is unsuccessful, we will normally retain recruitment records for six months after the recruitment process ends, unless a longer period is necessary because of a complaint, legal claim, safeguarding matter or other lawful reason.

With your consent, we may retain your contact details and relevant application information for a further [insert period] so that we can contact you about suitable future vacancies. You may withdraw that consent at any time by contacting [insert details].

If your application is successful, relevant recruitment information will be transferred to your personnel record and retained in accordance with the employee privacy notice and the organisation's retention schedule. We do not retain DBS certificates for longer than is necessary and normally record only the information permitted by law and DBS guidance.

Your rights

Subject to the circumstances and any legal exemptions, you may have the right to:

- request access to your personal information and obtain a copy;
- ask us to correct inaccurate or incomplete information;
- ask us to erase information that we no longer need or have no lawful reason to keep;
- ask us to restrict the way we use your information;
- object to processing based on legitimate interests;
- receive certain information in a portable format;
- withdraw consent where processing is based on consent, without affecting earlier lawful processing; and
- complain to the Information Commissioner's Office (ICO).

To exercise a right, contact [insert contact details]. Some rights are not absolute, and we may need to retain or continue using information where the law permits or requires this.

You can complain to the ICO through its website at ico.org.uk or by telephoning 0303 123 1113. We would appreciate the opportunity to address your concern first.

What happens if you do not provide information?

You are not generally under a contractual obligation to provide information during recruitment. However, we may be unable to consider your application or make or confirm an offer if you do not provide information needed to assess your suitability, verify your identity and right to work, obtain satisfactory



references, complete required DBS or barred list checks, or meet other legal and safeguarding requirements.

Automated decision-making

We do not make recruitment decisions based solely on automated processing. If this changes, we will provide you with information about the logic involved, the significance and likely consequences, and your rights.

Changes to this notice

We may update this privacy notice from time to time. The latest version will be provided during recruitment or made available at Family Tree Day Nursery Office

Last updated: 6th August 2026