



Christ the King College

Privacy Notice for Prospective Employees/Applicants

1. Introduction

- Christ the King College is committed to protecting the privacy of prospective employees/applicants. This notice explains how we collect, use, store, and share your data, and what your rights are. We comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018.

2. Who We Are

- Christ the King College is the data controller.
- Christ the King College, Wellington Road, Newport, Isle of Wight, PO30 5QT, Tel: 01983 537070

3. Information we collect

Information from your application form/CV, including:

- Name, address, contact details.
- Employment history, experience, qualifications.
- References.
- ID documents
- Information from interviews.
- Information from background checks (e.g., DBS checks).
- Information from online searches (where relevant and lawful).
- Information regarding right to work within the UK.

4. Why we collect your information

- To process your application.
- To assess your suitability for the role.
- To conduct background checks.
- To comply with legal obligations (e.g., safeguarding).
- To maintain records of the recruitment process.

5. Legal basis for processing

- Legitimate interests (e.g., assessing your suitability).
- Legal obligation (e.g., DBS checks).
- Contractual obligation (steps to entering a contract).



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6. Who we share your information with

- Designated school staff involved in recruitment.
- Reference providers.
- DBS checking service.
- Other relevant authorities as required by law.

7. How long we keep your information

- Information will be retained for as long as necessary for the recruitment process.
- Unsuccessful applications may be retained for a set period (e.g., 6-12 months) for potential future vacancies, unless you object.
- Successful applications will become part of your employee record.
- DBS information is held according to DBS guidelines.

8. Your rights

- Right to access your information.
- Right to rectification of inaccurate information.
- Right to erasure (in certain circumstances).
- Right to restrict processing.
- Right to object to processing.
- Right to complain to the Information Commissioner's Office (ICO).

9. Data security

- We have security measures in place to protect your personal information.

10. Changes to this notice

- This notice may be updated periodically.

11. Contact us

- Please contact the school with any questions. admin@christthekingcollege.co.uk