

Privacy Notice – Job Applicants

2025 - 2026

‘Because Children Deserve Better’

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1. Introduction

Pivot is committed to protecting the privacy and security of your personal information. This privacy notice explains how we collect, use and store your personal data during the recruitment process.

The UK General Data Protection Regulation (UK GDPR) works with the Data Protection Act 2018 to form the UK's data protection framework. The UK GDPR sets out how people's personal data is processed and kept safe, and the legal rights individuals

As a job applicant, you have certain rights regarding your personal data, which are outlined in this notice. The term 'job applicant' refers to anyone who applies for a vacancy at any Pivot setting.

2. Data controller

Pivot is the data controller for the personal information you provide during the recruitment process. This means we determine how and why your data is processed.

3. What information we collect

We collect personal data and sensitive personal data (special category data) such as:

- Name, address and contact details
- Employment history (since leaving school, including education, employment and voluntary work) including reasons for any gaps in employment, education history, including your qualifications and references
- Results of pre-employment checks (e.g. DBS, identity verification)
- Diversity and equal opportunities monitoring information – this can include information about your race or ethnicity, religious beliefs, sexual orientation and political opinions
- Information about disability and access requirements
- Photographs and CCTV images captured whilst onsite

For shortlisted candidates only, we will ask you to complete a self-declaration of your criminal record or information that would make you unsuitable to work with children, including:

- If you have a criminal history
- If you are included on the children's barred list
- If you are prohibited from teaching
- If you are prohibited from taking part in the management of an independent school
- Information about any criminal offences committed in any country
- If you are known to the police and children's local authority social care
- If you have been disqualified from providing childcare
- Any relevant overseas information

Once shortlisted, Pivot will also view data about you which is publicly available online for the purposes of identifying any concerns about suitability to work with children and to verify employment history.

For successful candidates, we will also collect:

- Identity verification documents
- Enhanced DBS certificate (including children's barred list information for those engaging in regulated activity with children)
- Verification of mental and physical fitness to carry out work responsibilities
- Right to work in the UK documentation
- Professional qualifications verification
- References from current and previous employers

4. How we collect your information

We collect personal information through:

- Your application form
- References from your current and previous employers
- Interview notes and assessments
- Pre-employment checks (DBS, right to work, qualifications verification)
- Online searches as part of our due diligence on shortlisted candidates

5. Why we collect your data

Your data is processed to:

- Assess your suitability for the role
- Carry out pre-employment checks in line with safeguarding and safer recruitment requirements
- Enable equalities monitoring
- Make reasonable adjustments to the recruitment process for candidates who have a disability
- Comply with legal obligations under UK GDPR, Data Protection Act 2018 and Keeping Children Safe in Education guidance 2025.

6. Lawful basis for processing

Under UK GDPR, the legal basis for processing your personal information includes:

- Compliance with our legal obligations (e.g. your eligibility to work in the UK and safeguarding checks to comply with the Keeping Children Safe in Education guidance, 2025)
- Legitimate interests (to manage the recruitment process and determine the suitability for employment and to defend legal claims)
- Contractual necessity (steps prior to entering into an employment contract should you be successful)
- Your consent (e.g. if your application is unsuccessful, Pivot may keep your personal data on file in case there are future employment opportunities for which you may be suited. Pivot will ask for your consent before it keeps your data for this purpose and

you are free to withdraw your consent at any time)

The lawful basis for collecting and using sensitive data about job applicants is based on the following:

- Your explicit consent
- For compliance with legal obligations
- For exercising certain legal rights in relation to employment, social security etc
- For health and public health reasons
- For carrying out tasks that are in the substantial public interest including for safeguarding purposes

We do not make recruitment decisions based on automated decision making or profiling. If this changes in the future, we will amend any relevant privacy notices to explain the processing to you, including your right to object to it.

7. How we store and share your data

- Data is stored securely in electronic and paper formats (e.g. from application forms, identity document checks, interview assessments etc)
- Access is restricted to staff involved in recruitment which includes the HR team, interviewers involved in the recruitment and selection process and other colleagues where access to this data is necessary for the performance of their roles
- Pivot will share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks
- If appointed, relevant data will form part of your personnel file, and a separate privacy notice will apply explaining how this data will be managed
- If unsuccessful, your data will be confidentially destroyed after six months, unless required for legal compliance

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

We will dispose of your personal data securely when we no longer need it, in line with our data retention policy.

8. Transfers outside the UK

If data is transferred outside the UK, appropriate safeguards will be applied in line with our Data Protection Policy.

9. Your rights

Under the UK GDPR, you have the right to:

- Be informed about how your data is used (through this privacy notice)
- Have access to your data (through subject access requests)
- Have inaccurate or incomplete information about you corrected

- Have your data deleted where there is no compelling reason for its continued use
- Block or restrict processing of your data
- Obtain and reuse your data for your own purposes across different services

To exercise any of these rights, please contact our Data Protection Officer using the details provided at the end of this document.

You are under no statutory or contractual obligation to provide data to Pivot during the recruitment process. However, if you do not provide the information, Pivot may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence to enable us to process all required pre-employment checks.

10. Contact

For queries or to exercise your rights, contact our DPO, Sarah Howarth, at sarah.howarth@pivot-group.co.uk.

You also have the right to lodge a complaint with the Information Commissioner's Office (ICO):

Website: www.ico.org.uk

Telephone: 0303 123 1113