

Application for Employment (recruitment)

Privacy Notice

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

What companies are part of Kedleston Group?

The following companies are part of the Kedleston Group:

- Kedleston Schools Ltd - company number 05779536
- Kedleston Schools (London) Ltd - company number 06494539
- Kedleston (Brookways School) Limited – company number 10567342
- Kedleston (Wings Education) Ltd - company number 04627039
- Kedleston (OS Education) Ltd - company number 02120010
- Kedleston (Olsen House) Ltd - company number 07008349
- Kedleston (High Peak School) Ltd - company number 8871805
- Kedleston (Wood Grove Childcare) Limited - company number 00966484

All group vacancies will be in relation to roles in one or more of the above. Each company listed is covered by this Privacy Notice.

What information do we collect?

Kedleston Group collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information relating to convictions you may have other than convictions or cautions that are 'protected', as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013);
- information relating to you that is publicly available online
- information about your entitlement to work in the UK.

Kedleston Group may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We may seek information from third parties at any stage during the recruitment process and will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Kedleston Group process personal data?

All settings in the Kedleston Group are involved in the care or education of vulnerable children and as such all recruitment activity must comply with the requirements set out in:

- The Education Act 2002
- The Education (Independent Special School) Regulations 2014
- The Children's Homes (England) Regulations 2015
- Keeping Children Safe in Education 2024

This means that Kedleston Group is legally obliged to collect the data identified above as part of its recruitment practice.

In addition to the above Kedleston Group has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment in order to make recruitment decisions. We may also need to process data from job applicants to respond to and defend against legal claims.

Kedleston Group may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy. Other than in the case where we request references from former employers ahead of an offer of employment being made, we will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with the Disclosure and Barring Service in order to carry out a background check for any convictions and, if appropriate, the National College of Teachers and Lecturers (NCTL) to check any qualifications or prohibitions that may apply.

How does Kedleston Group protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Kedleston Group keep data?

If your application for employment is unsuccessful the organisation will hold your data on file for 6 (six) months after the end of the relevant recruitment process after which your data will be deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where Kedleston Group is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact a member of the Kedleston HR Team at HR@kedlestongroup.com. If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no obligation to provide Kedleston Group with any of the data it requests. However, if the Group is unable to comply with its legal obligations due to not having all of the data it requires from you then your application will not be processed and you will not be eligible to be considered for any role within the Group.