



**Longcause Community
Special School**

Privacy Notice — Applicant

Signature of Head:	Anne Hutchinson
Date:	31.03.2026
Signature of Chair of Governors:	Fred Jenkins
Date:	31.03.2026
Agreed by the Governing body on:	31.03.2026
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Checked by:	Anne Hutchinson
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06.03.24	Reviewed — no updates	Reviewed by EJM	2	March 2025
06.03.25	Updated contact details	Reviewed by EJM	3	March 2026
25.03.26	Updated to reflect DUAA 2025 amendments (UK GDPR references, international transfers, right to complain, SAR stop-the-clock)	Reviewed by EJM	4	March 2027

Overview

Longcause Community Special School is a data controller for the purposes of the **UK General Data Protection Regulation (UK GDPR)** and the **Data Protection Act 2018**, as amended by the **Data (Use and Access) Act 2025**. This means Longcause Community Special School is responsible for deciding how personal data about you is processed. We are required by data protection law to provide you with the information contained in this privacy notice.

This privacy notice applies to any job applicant. It does not form part of any contract of employment or contract for services, and we may update it from time to time when changes occur.

1. Data Processing

'Processing' includes obtaining, recording or holding information or data, and transferring it to other companies associated with us or to any statutory, governmental or regulatory body for legitimate purposes.

1.1 Principles of UK GDPR

- Your data will be lawfully, fairly and transparently processed.
- Your data will be collected for clear, transparent and legitimate reasons.
- We will only ask for data that is necessary and will explain when and with whom it will be shared.
- Your data will be accurate, kept up to date, and erased without delay once it is no longer needed for the purpose for which it was originally processed.
- Your data will be retained only for as long as is necessary.
- Your data will be kept secure at all times.

An additional accountability principle requires us to be responsible for, and able to demonstrate compliance with, the above principles.

1.2 Your Rights

Under data protection law, you have the following rights. Please contact us if you would like more information about any of them:

- The right to be informed
- The right of access (Subject Access Request)

- The right to rectification
- The right to erasure
- The right to restrict processing
- The right to data portability
- The right to object
- Rights in relation to automated decision-making and profiling
- **The right to complain directly to us** as the data controller (see Section 5)

We collect and use your data in order to fulfil the processing needs of the organisation. Such processing enables pre-employment checks and the recruitment process related to your application or potential employment offer or agreement. Longcause Community Special School will always process the data we collect on a lawful basis, normally because it is necessary to comply with a legal obligation, or because it is necessary for our legitimate interests and your fundamental rights do not override those interests.

We typically collect personal information directly from you, although we may also collect data from third parties, for example, references supplied by a previous employer. Most information collected is mandatory, however some may be provided voluntarily. We will make clear whether providing particular information is required or optional.

We will only ever use the information collected for its intended purpose. We will notify you and, where required, obtain your consent before using your information for an unrelated purpose.

In some circumstances we may be required by law to process your information without your knowledge or consent.

2. Data Sharing

Your information will be shared internally within the school for the purposes of the recruitment process. This may include interviewers and managers within the area where the vacancy exists. Longcause Community Special School will share your data with Apex HR, our HR partners, who are likely to be involved in the recruitment process.

We will not share your data with any other third party unless required to do so by law, or unless your application has been shortlisted as part of our safer recruitment process or a conditional job offer is made. Your data may then be shared with third parties to obtain references, which may include a previous employer where applicable.

2.1 Types of Data We Process and Share

- Personal information (name, address, date of birth, National Insurance number, etc.)
- Employment history and particulars
- Qualifications
- Location of employment
- Recruitment information (e.g. CV, right to work documentation)
- Recruitment video (where applicable)

This list is not exhaustive. For further details on the data processed about you, please contact our Data Protection Officer.

2.2 Special Category Data

We may also process and share special category data, which includes:

- Ethnicity, religious beliefs or sexual orientation
- Health information and medical conditions
- Genetic and biometric data

We may additionally process **criminal conviction and offence data**, which is subject to separate conditions under Article 10 UK GDPR. This is processed as part of our safer recruitment obligations.

Special category data and criminal conviction data are processed for the purposes of equal opportunities monitoring or to make reasonable adjustments for candidates who have a disability, or as required by law in connection with safer recruitment.

We will not use your data for any purpose other than the recruitment process.

2.3 International Data Transfers

On rare occasions, Longcause Community Special School may transfer your personal information to parties located outside the United Kingdom. Where this occurs, we will ensure that an appropriate safeguard is in place — such as reliance on UK adequacy regulations or an International Data Transfer Agreement (IDTA) — to ensure your information receives a comparable level of protection.

3. Retention of Your Information

Longcause Community Special School will retain personal information relating to unsuccessful applicants for a period of six months following the conclusion of the recruitment process. After this time, information will be deleted or destroyed unless it is necessary to retain it in connection with a legal claim.

If your application is successful, your personal data will be transferred to your personnel file and retained for the duration of your employment. A separate privacy notice will be provided to you as an employee.

4. Access to Your Personal Information (Subject Access Requests)

Subject to certain exemptions, you are entitled to access the personal data held about you by Longcause Community Special School. There is no charge for making such a request, although we reserve the right to apply a reasonable fee where requests are manifestly unfounded or excessive.

We will respond to your request as soon as possible and within the statutory maximum of one calendar month.

Please note: In some cases, we may need to ask you for further information to clarify the scope of your request or to verify your identity before we can respond. Where we do so, the response time will be paused until we receive your reply, after which the period will resume. We will let you know promptly if this applies to your request.

If your request is considered complex or if you have made multiple requests, we may extend the response period by a further two months. We will notify you of any such extension within the initial one-month period, along with the reasons for the delay.

5. Raising a Concern or Making a Complaint

Complaining to us directly

You have the right to raise a concern or make a complaint directly with Longcause Community Special School about the way in which your personal data is being processed. We take all such concerns seriously.

To exercise any of your rights under data protection law, or to raise a concern about how we or any associated company processes your personal data, please contact our Data Protection Officer:

Name: Molly Holt

Email: mholt@longcause.plymouth.sch.uk

We will acknowledge receipt of your complaint within 30 days and will investigate the matter without undue delay. You will be informed of the outcome of any investigation and of any action taken as a result.

Complaining to the ICO

If you believe your data has been wrongfully processed or not kept secure, and you are not satisfied with our response, you also have the right to raise a complaint with the Information Commissioner's Office (ICO):

Website: <https://ico.org.uk/make-a-complaint/>

6. What If I Do Not Provide Personal Data?

You are under no statutory obligation to provide your personal data. However, if you do not provide the information we have requested, we may not be able to process your application.