



Little Giraffes

Empowering Little Learners

Privacy Notice

(Recruitment and Placement Application)

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Section One: Document Intent

This Privacy Notice explains how Little Giraffes Ltd collects, uses, stores and protects personal data relating to individuals who apply for employment, voluntary roles, apprenticeships, student placements or work experience placements.

This notice is provided in accordance with the UK General Data Protection Regulation, the Data Protection Act 2018, the Early Years Foundation Stage statutory framework and guidance issued by the Information Commissioner's Office. It explains what personal data we collect during recruitment and placement processes, why we collect it, how it is used, how it is stored and the rights available to applicants.

This notice applies to all applicants, whether successful or unsuccessful.

Section Two: Who We Are

Little Giraffes Ltd is an Ofsted registered childcare provider operating in England.

For the purposes of data protection legislation, Little Giraffes Ltd is the data controller. This means we are responsible for deciding how personal data is collected, used and protected during recruitment and placement processes.

Section Three: Our Legal and Regulatory Responsibilities

We process personal data in accordance with the UK General Data Protection Regulation and the Data Protection Act 2018.

As an Early Years provider, we are required to collect, retain and assess certain recruitment information under the Early Years Foundation Stage statutory framework, safeguarding legislation, safer recruitment guidance and employment law.

Our recruitment data handling reflects guidance issued by the Information Commissioner's Office and expectations set by Ofsted.

Section Four: Data Protection Roles

We have appointed a **Data Protection Officer** who is responsible for overseeing compliance with data protection legislation, managing risks and responding to data protection enquiries and rights requests.

We have appointed a **Designated Safeguarding Lead** who is responsible for safeguarding and child protection matters, including assessing applicant suitability and managing safeguarding-related recruitment records.

These roles are currently assigned to the same individual with the Board of Directors having appropriate oversight, accountability and safeguarding integrity.

Section Five: Personal Data We Collect

During recruitment and placement processes, we may collect and process the following personal data:

- Full name, address, date of birth and contact details.
- Application forms, CVs and covering letters.
- Employment and education history.
- Qualifications, training and professional registrations.
- Interview notes, assessment scores and selection decisions.
- References and verification checks.
- Right to work documentation and identity checks.

Section Six: Financial and Payment Data

Where applicable, we may process financial data including:

- Bank account details for the payment of expenses, wages or stipends.
- Records of payments made to applicants, students or placement individuals.
- Expense claims and reimbursement records.

Financial data is processed only where necessary and securely.

Section Seven: How We Use Personal Data

We use personal data to:

- Assess suitability for employment, volunteering and student placements.
- Carry out safer recruitment checks.
- Make recruitment and placement decisions.
- Communicate with applicants throughout the process.
- Meet safeguarding, legal and regulatory obligations.
- Establish employment or placement records where applicants are successful.

Section Eight: Lawful Bases for Processing

We process recruitment and placement data under one or more lawful bases set out in Article 6 of UK GDPR, including:

- Taking steps at the request of the applicant prior to entering into a contract or agreement.
- Performance of a contract where an appointment is made.
- Compliance with legal obligations.
- Legitimate interests, balanced against applicant rights.

Section Nine: Special Category Data

We process special category data such as health information and equality monitoring data under Article 9 of UK GDPR.

We process criminal records data, including Disclosure and Barring Service checks and barred list information, under Article 10 of UK GDPR where required to assess suitability to work with children.

Enhanced safeguards and restricted access apply to this data.

Section Ten: Safeguarding and EYFS Requirements

We process personal data to meet safer recruitment and suitability requirements under the Early Years Foundation Stage.

This includes:

- Identity verification.
- Employment history checks.
- Reference checks.
- DBS and barred list checks.
- Records of recruitment decisions and suitability assessments.

These checks are essential to protect children and meet statutory obligations.

Section Eleven: Who We Share Personal Data with

We may share recruitment data with:

- Ofsted.
- Local authorities and safeguarding partners.
- The Disclosure and Barring Service.
- Referees and previous employers.
- Professional bodies where required by law.

Data is shared only where lawful and necessary.

Section Twelve: Data Storage, Security and Website Systems

Recruitment and placement data is stored securely in electronic and paper-based formats.

For operational efficiency and secure access, certain recruitment records are stored within our website systems. Appropriate technical and organisational measures are in place to protect data from unauthorised access, loss or misuse.

Section Thirteen: Data Retention

We retain recruitment and placement data only for as long as necessary and in line with EYFS requirements, safeguarding obligations, employment law and ICO guidance.

Unsuccessful applicant data is retained only for appropriate periods before secure disposal.

Section Fourteen: Individual Rights Under UK GDPR

Applicants have rights under UK GDPR, including the right to access personal data, request rectification, request erasure, restrict processing and object to processing.

Requests will be handled within statutory timescales.

Section Fifteen: Concerns and Complaints

If you have concerns about how we handle personal data, please contact us via email at info@littlegiraffes.co.uk, directing your email to the Data Protection Officer in the first instance so we can address the issue.

You also have the right to complain to the Information Commissioner's Office.

