



Woodland Pathways

Recruitment Privacy Notice

How we use personal information about applicants, referees and prospective practitioners

PRIVACY NOTICE

Effective date: 01 September 2026

Review due: August 2027, or sooner if law or practice changes

Data controller: Woodland Pathways Ltd (Company No. 17132521)

1. Who we are

Woodland Pathways Ltd is the data controller for personal information used in its recruitment and selection processes. This notice applies to applicants, prospective self-employed practitioners, volunteers where relevant, referees and people whose details are supplied in an application.

Controller	Woodland Pathways Ltd, Company No. 17132521
Email	office@woodlandpathways.uk
Website	woodlandpathways.uk
Privacy contact	The Directors, via office@woodlandpathways.uk

2. Information we collect

- identity and contact details, current and previous names, address, telephone, email and National Insurance number;
- application, CV, supporting statement, availability, skills, interests and interview or assessment information;
- education, qualifications, professional status, licences, training and full employment/activity history;
- references and information received from current or former employers, education providers and professional bodies;
- right-to-work, identity, overseas, DBS, barred-list and other legally appropriate vetting information;
- publicly available online information reviewed as part of proportionate due diligence for shortlisted candidates;
- information about conflicts of interest or relationships relevant to the role;
- reasonable-adjustment and, at the appropriate stage, limited health or fitness information;
- correspondence, recruitment decisions, notes and audit records.

Some information may be special-category data, such as health, disability, ethnicity, religion or sexual orientation, and some may be criminal-offence data. We collect only what is necessary and apply additional safeguards.

3. Where information comes from

- you and any documents you provide;
- your referees and current or former employers;
- DBS, an authorised umbrella body, the DBS Update Service and relevant public authorities;
- professional, qualification, licensing or right-to-work verification sources;
- publicly available websites and search-engine results for shortlisted-candidate due diligence;
- recruitment agencies or commissioners where relevant and lawful.

4. Why we use it and our lawful bases

Recruit and assess applicants	Steps requested before entering a contract or practitioner agreement; and legitimate interests in selecting suitable people.
Safeguarding and vetting	Legal obligations and substantial public interest in safeguarding children, preventing unlawful acts and protecting the public.
Identity and right to work	Legal obligations and steps before entering an agreement.

References and verification	Legitimate interests in checking accuracy, suitability, competence and integrity; legal or safeguarding obligations where applicable.
Reasonable adjustments	Legal obligations and employment/social-protection conditions for special-category data.
Defend or bring legal claims	Legitimate interests and the legal-claims condition for relevant special-category information.
Emergency protection	Vital interests in rare situations involving life or serious immediate risk.

Criminal-offence information is processed only where authorised by law, including relevant conditions in the Data Protection Act 2018 and safeguards required for employment, safeguarding, preventing unlawful acts or protecting the public. Where required, Woodland Pathways maintains an appropriate policy document.

5. How we use online-search information

We may carry out a proportionate search of publicly available online information after shortlisting. The purpose is to identify information relevant to safeguarding suitability or professional conduct that may need to be explored at interview. We do not request access to private accounts. Apparently relevant findings are checked, considered in context and discussed fairly with the candidate where appropriate.

6. Who may receive information

- Woodland Pathways directors and people authorised to support recruitment, safeguarding, administration or legal compliance;
- referees, employers, qualification bodies and professional regulators when we request or verify information;
- DBS, authorised umbrella bodies, identity and right-to-work checking services;
- IT, secure storage, email and professional advisers acting under appropriate confidentiality and data-protection arrangements;
- commissioning schools or local authorities, normally through proportionate assurance that checks are complete rather than disclosure of the full recruitment file;
- police, local authority designated officer, DBS, regulators, courts or other authorities where disclosure is necessary and lawful.

We do not sell recruitment information.

7. International transfers

Recruitment information is not routinely transferred outside the United Kingdom. If a service involves an international transfer, Woodland Pathways will use an approved transfer mechanism and appropriate safeguards, or another lawful exception, and will provide further information on request.

8. Retention

Unsuccessful applications	Normally six months after the recruitment decision or resolution of any complaint, then securely deleted unless a longer period is necessary for a legal claim or the applicant agrees to consideration for a future opportunity.
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Successful applicants	Relevant recruitment and engagement records are transferred to the practitioner/personnel file and normally retained for the engagement and up to six years afterwards, subject to safeguarding, insurance, commissioner and legal requirements.
DBS certificate copies	Normally no longer than six months after the recruitment decision, unless exceptionally required for a documented dispute, complaint or safeguarding reason. A record of the check and decision may be retained without retaining the full certificate.
Online-search material	Only relevant notes or evidence are retained, generally for the same period as the recruitment record. Irrelevant material is not kept.
Future opportunities	If you clearly agree, limited application information may be retained for up to 12 months to contact you about suitable opportunities. You may withdraw this agreement at any time.

9. Your rights

- to be informed about how your information is used;
- to request access to your personal information;
- to ask for inaccurate or incomplete information to be corrected;
- to request erasure or restriction in circumstances where the law allows;
- to object to processing based on legitimate interests;
- to data portability where it applies;
- to withdraw consent where consent is the lawful basis, without affecting earlier lawful processing;
- to complain to the Information Commissioner's Office (ICO).

These rights are not absolute. Some recruitment and safeguarding information may need to be retained or withheld where another person's rights, confidentiality, safeguarding or a legal obligation applies.

10. Automated decision-making

Woodland Pathways does not make recruitment decisions solely by automated means. Decisions involve human review.

11. If you do not provide information

If required information is not provided, Woodland Pathways may be unable to assess the application, complete legally required checks or offer an engagement. We will explain where information is mandatory and where it is optional.

12. Concerns and complaints

Contact the Directors at office@woodlandpathways.uk first if you have a question or wish to exercise a right. You may also complain to the Information Commissioner's Office at ico.org.uk or telephone 0303 123 1113.