**Privacy Notice For Job Applicants**

This notice explains what personal data we will hold about you, how we collect it, and how we will use and may share information about you during the application process. We are required to notify you of this information, under data protection legislation.

**Why Do We Collect This Information?**

Once you have submitted an application form, the School use this information in order to take a decision on recruitment and to take steps to enter into a contract.

**What Information Do We Collect?**

We collect the following information from the application form in order to take a decision as to recruitment:

Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

* Contact details
* Copies of right to work documentation
* References
* Evidence of qualifications
* Employment records, including work history, job titles, training records and professional memberships

We may also collect, use, store and share (when appropriate) information about you that falls into ‘special categories’ of more sensitive personal data. This includes, but is not restricted to:

* Information about race, ethnicity, religious beliefs, sexual orientation and political opinions
* Information about disability and access requirements
* Photographs and CCTV images captured in school

We may also collect, use, store and share (when appropriate) information about criminal convictions and offences.

We may also hold data about you that we have received from other organisations, including other schools and social services, and the Disclosure and Barring Service in respect of criminal offence data.

**How we may share the information**

We may also need to share some of the above categories of personal information with other parties, such as HR consultants and professional advisers. Usually, information will be anonymised but this may not always be possible. The recipient of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with the law.

How long we keep your information

We keep the personal information that we obtain about you during the recruitment process for no longer than is necessary for the purposes for which it is processed. How long we keep your information will depend on whether your application is successful and you become employed by us, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data for is set out in the school’s data retention policy which can be found on the school website.

**September 2023**