



Recruitment Privacy Policy

Which personal data is collected by the School?

Personal data which is collected for recruitment purposes includes:

- Name, address and date of birth;
- Contact details such as mobile number and email address;
- Previous work history and experience including data on previous employers, current employment status, salaries, benefits and bonuses;
- Education background including professional qualifications and skills;
- Employer references;
- Nationality/Visa/work permit information (e.g. copies of Identity card and/or passport, National Insurance number.)
- Driving License,
- Police Conduct;
- For Educator roles in particular, any educational resources created during previous employment and/or during your studies;
- Any documentation regarding the interview process and adjudication.

How is this data collected?

This data is collected by the School via email/letter content and CV sent by your self to the School. At times, information may be given to us via sources that act as referees or recruitment agencies.



Why do we need your Personal Data?

This is done to process your interest in the posted vacancy. For us to continue on these premises, we will process your information to;

- Evaluate your suitability for the role applied for as specified in the job advert and job description;
- Conduct personal checks as permitted by law;
- Verify references and/or referee statements;
- Enable us to comply with current legislative requirements;
- Protect our legal position in the event of legal proceedings.

The provision of your personal data is not a statutory requirement. It is a voluntary act, for the purpose of assessing and recruiting candidates suitable for the vacancies advertised by the School.

With whom do we share your personal data?

Since the data collected is for recruitment purposes, it will be internally shared with the HR Department, the Head of School Office and the Sector SMT representatives that may be involved in the recruitment process.

Your personal data may be disclosed to third parties on the basis of:

- The agreement between us and recruiting agencies with whom, the vacancy has been advertised.
- Court or tribunal cases and/or public bodies to whom disclosure is permissible by law or for the pursuing of the company's legitimate interest;
- Conducting background checks as per law requirements and when conducting previous employment background checks and attestations;

How long is the retention period of your personal data?

Once you have willingly submitted your data to be processed, it will be stored and processed in our systems for the whole duration of the recruitment cycle. Should you be successful in your interview, the company will then retain copies of the recruitment process within your employee folder and the retention period denoted in our Retention policy will apply.

If unsuccessful, with your explicit consent, we will ask if we can still retain your data in the event that another vacancy may arise that we would think would suit your skills better.

Disclaimer

The School may change its recruitment privacy notice from time to time in accordance to changes in legislation.