



You make the difference...

## Privacy Notice

### Who is collecting your data?

The School is a data controller for the purposes of the General Data Protection Regulation and domestic legislation. The personal data that you provide will be used in connection with your application for vacancies at the School only. If we make an offer of employment, the School will provide a fully informed privacy notice to employees.

### Why are we collecting your data?

- So we can process your application to the next stage
- Check and verify your identity
- Ensure your suitability for the position advertised including contacting references from your noted referees, provided you have confirmed their consent to be contacted for this purpose
- For research, analysis and statistical purposes
- Meet our statutory obligations under the Equality Act 2010.

### What is being collected?

The information you provide us with in this form is provided with your fully **informed consent**. This includes:

- Name and contacts details (phone number, email, address)
- Previous work history and experience
- Referee contact details (ensure you have asked for their consent to use this)

We also process special category data such as:

- Religion
- Ethnicity
- Disability Issues
- Criminal Conviction Information

This information will not be shared outside of the School until an application is successful.

### Do we share your data?

Information on this application form and notes made during the interview process are not shared with a third party if an offer of employment is not made.

### Your rights.

You can see your rights in relation to the application by visiting <https://ico.org.uk/your-data-matters/>.

You may withdraw your consent for us to process your data at any point in the process prior to an acceptance of employment and we have 28 days to comply with the request.

### Retention

Unsuccessful candidates' application forms will be destroyed after 6 months.

Successful applicants will be provided with a fully informed employee privacy notice alongside their contract. The information provided on this form will be stored with the successful applicant's personnel file. This is kept in line with the School's record retention schedule. This can be found on the School website.

**Signature** – I certify that to the best of my knowledge, the information given on this form is correct and true. I understand that my application may be rejected or that I may be dismissed for withholding relevant details or giving false information.

I also understand that the information I have provided may be subject to checking. I have not canvassed an Elected Member/employee of the City Council, either directly or indirectly in connection with this application and I will not do so.

**By signing this notice, I explicitly consent for my personal information to be processed by the School in line with the recruitment process in relation to this application only. I understand I can withdraw my consent to use my personal information in this application at any point prior to accepting an employment offer.**

Signature:

Date:

Please note: If you return this form by e-mail, your signature confirming the above will be requested if you are invited to attend an interview. If you are printing this form out and returning it by post, please sign in black ink before returning it.