



## Melbury College

### **Privacy Notice (short form) for Job Applications**

This notice explains what personal data we 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 the information?**

Once you have submitted an application form, the school will 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 some of the following information from the application form in order to assist in recruitment:

- Personal information and contact details such as name, title, addresses, marital status and personal email addresses;
- Information collected during the recruitment process that we retain during your employment including references, proof of right to work in the UK, application form, CV, qualifications;
- Education and training details;
- Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
- Your racial or ethnic origin
- Criminal records information as required by law to enable you to work with children and young people.

#### **How we may share the information**

We may only 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 will keep the personal information that we obtain about you during the recruitment process for no longer than 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.

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