

## SCHEDULE ABOUT THE INFORMATION WE COLLECT AND HOLD

### Part 1 Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p><b>Your current and any former names, title, date of birth, gender, national insurance number, and contact details (i.e. current address, home and mobile phone numbers, email address)</b></p>	<p>From you</p>	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable the Bursar or Headmistress to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant manager or department of your application</p>
<p><b>Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests</b></p>	<p>From you, in the completed application form and interview notes (if relevant)</p>	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	<p>To make an informed recruitment decision</p> <p>The person making the shortlisting decision will receive pseudonymised or anonymised details only; Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details</p>

<p><b>Your name, contact details and details of your qualifications, experience, employment history and interests</b></p>	<p>From you, in the completed application form and interview notes (if relevant)</p>	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Consent (if given): if you are unsuccessful in your application, your details may be passed on to an associated School to see if they have any suitable vacancies</p>	<p>To see whether an associated School has any suitable vacancies</p>
<p><b>Information about you that is publicly available online through online searches</b></p>	<p>From standard online searches using a web browser, website, or social media platform.</p>	<p>Legitimate interest: to form part of the school's wider safeguarding due diligence.</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit.</p> <p>To comply with our legal obligations including those contained in the</p>	<p>To make an informed recruitment decision.</p> <p>The member of staff carrying out the search, if not involved in the decision-making process, may share any relevant information related to suitability with the individuals who will be interviewing. This way the decision makers will only have the relevant information that may need to be addressed at interview and will not be exposed to other information.</p>

		<p>statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p>	<p>Search results will be reviewed and, if appropriate, explored with the applicant at interview.</p> <p>To comply with legal/regulatory obligations.</p> <p>For further information, see * below</p>
<p><b>Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs</b></p>	<p>From you, in a completed anonymised equal opportunities monitoring form</p>	<p>To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)</p>	<p>To comply with our equal opportunities monitoring obligations and to follow our equality and other policies</p> <p>For further information, see * below</p>
<p><b>Details of your referees</b></p>	<p>From your completed application form</p>	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>To comply with our legal obligations to request references</p>	<p>To carry out a fair recruitment process</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers, HR personnel and the referee</p>
<p><b>Criminal Record Information or information that would make you</b></p>	<p>From your self-declaration form</p>	<p>Legitimate interests: to carry out a fair recruitment process including</p>	<p>To make an informed recruitment decision and given candidates the opportunity to discuss</p>

<p><b>unsuitable to work with children</b></p>		<p>giving candidates the opportunity to discuss their disclosure with the School before a DBS check is obtained.</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>their disclosure with the School.</p> <p>To comply with legal/regulatory obligations</p> <p>For further information, see * below</p>
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**Part 2 Before making a final decision to recruit**

<b>The information we collect</b>	<b>How we collect the information</b>	<b>Why we collect the information</b>	<b>How we use and may share the information</b>
<p><b>Information about your previous academic and/or</b></p>	<p>From your referees</p>	<p>Legitimate interest: to make</p>	<p>To obtain the required</p>

<p><b>employment history, including details of any conduct, grievance or performance issues, appraisals, time keeping and attendance, the reason you left your current or most recent post, and facts of any substantiated safeguarding concerns/allegations that meet the harm threshold under the statutory guidance "Keeping Children Safe in Education" (KCSIE), from references obtained about you from previous employers and/or education providers <input type="checkbox"/></b></p>	<p>(details of whom you will have provided)</p>	<p>an informed decision to recruit</p> <p>To comply with our legal obligations including those contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
<p><b>In respect of applicants for teaching positions who have lived or worked outside the UK, information about any sanctions or restrictions and/or any circumstances impacting your suitability to teach <input type="checkbox"/></b></p>	<p>From a letter from the professional regulating authority in the country (or countries) in</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations including those</p>	<p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant</p>

	which you have worked	contained in the statutory guidance for schools: <i>Keeping Children Safe in Education</i> (KCSIE).  Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice	managers and HR personnel  Information shared with DBS and other regulatory authorities as required
<b>Information regarding your academic and professional qualifications</b> <input type="checkbox"/>	From you, from your education provider, from the relevant professional body	Legitimate interest: to verify the qualifications information provided by you  To comply with our legal obligations	To make an informed recruitment decision
<b>Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs) in accordance with the Rehabilitation of Offenders</b>	From the Disclosure and Barring Service (DBS)  From overseas jurisdictions in	To perform the employment contract	To make an informed recruitment decision

<p><b>Act 1974 (Exceptions) Order 1975 (as amended) and, where appropriate, overseas criminal records checks</b> <input type="checkbox"/></p>	<p>accordance with Home Office guidance</p> <p>In respect of agency and third-party staff (supply staff), from any agency or third party organisation</p> <p>In respect of fee-funded trainee teachers, from the initial teacher training provider</p>	<p>To comply with our legal obligations</p> <p>Legitimate interest:</p> <p>For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)</p>	<p>To carry out statutory checks</p> <p>Information shared with DBS and other regulatory authorities as required</p> <p>For further information, see * below</p>
<p><b>Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information</b> <input type="checkbox"/></p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract</p> <p>To comply with our legal obligations</p> <p>Legitimate interest: to maintain employment records</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>

<b>A copy of your driving licence</b> <input type="checkbox"/>	From you	To comply with our legal obligations  To comply with the terms of our insurance	To make an informed recruitment decision  To ensure that you have a clean driving licence  Information may be shared with our insurer
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You are required (by law or in order to enter into your contract of employment) to provide the categories of information marked '☐' above to us to enable us to verify your right to work and suitability for the position.

\* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Recruitment Policy.