



## Ringwood School

A National Teaching Academy

### Short Form Privacy Notice for Application Forms

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.

Please ensure that you read this notice as well as our staff privacy notice which can be requested as part of your application process.

#### 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, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Numbers;
- ID Documents;
- Eligibility to Work
- Previous employment history;
- Education and Professional Qualifications;
- Membership of professional or government bodies;
- Referee Details;
- Equalities information (so that we can monitor workplace equality);
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Any other relevant information you wish to provide to us;

#### Who do we obtain your information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to, the following organisations:

- Your nominated referees,
- The Disclosure and Barring Service,
- The Local Authority.

#### 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 our data retention policy.