

Recruitment Privacy Notice

Who collects the information

The Godolphin and Latymer School (the '**School**') is a 'data controller' and gathers and uses certain information about you as part of the recruitment process. We will comply with the data protection principles when gathering and using personal information, as set out in our Data Protection Policy (available on the school website).

About the information we collect and hold

The categories of information that we may collect, process and hold for recruitment purposes include:

- your name and contact details (such as home address, telephone numbers and email address);
- previous employment information (such as establishment, post, and salary information and also conduct, grievance or performance issues);
- professional sanctions and/or criminal record information;
- medical information (for example if you ask us to consider making reasonable adjustments);
- details of your referees;
- relevant academic or professional qualifications;
- documents submitted as proof of identity on interview day (including proof of your right to work in the UK);
- any notes, including interview notes and/or lesson observations, recorded as part of the applicant assessment process.

Why we collect and use this information

We use information obtained during the recruitment process primarily:

- to comply with our legal obligations governing the recruitment of staff to work in schools (particularly the Independent School Standards Regulations (2014) and Keeping Children Safe in Education (statutory guidance); and
- in accordance with our legitimate interest to carry out a fair recruitment process and make an informed decision to recruit.

We will not normally share your information with anyone outside the School, other than your referees, unless your application is successful and you accept an offer of employment (see below regarding successful applicants).

Storage of recruitment information

Successful applicants: recruitment information will be transferred to the individual's personnel file and the School's Staff Privacy Notice will apply (see the Employment Handbook which is provided with any offer of employment).

Unsuccessful applicants: we retain application data for 6 months after the completion of the process after which it is disposed of securely, either by in-house shredding or by using an accredited confidential waste disposal company, depending on volume.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

Your rights to correct and access your information and to ask for it to be erased

Please contact the School's Bursar, Mrs Diana Lynch, who can be contacted via finance@godolphinandlatymer.com or 020 8735 9595 if (in accordance with applicable law) you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for some but not all of the information we hold and process to be erased in certain circumstances.

Further information

We hope that our Bursar can resolve any query or concern you may have about our use of your information. If not, you are entitled to contact the Information Commissioner at <https://ico.org.uk/concerns/> or telephone 0303 123 1113 for further information about your rights or to make a formal complaint. Please note, however, that the ICO does recommend that steps are taken to resolve the matter with the School before involving the regulator.