



PRIVACY NOTICE: RECRUITMENT

Author:	Bursar
Reviewed:	August 2023
Next Review Due:	August 2024
Scope:	All Schools

This notice explains what personal data (information) we will hold about you, how we collect it, and how we will use and may share information about you during the application process. It applies to all individuals applying for a position at the School, including positions as a member of staff (full time or part time), contractors, workers, Governors, volunteers and peripatetic staff. It also applies to individuals we will contact in order to find out more about our job applicants, including referees, or those that are provided by job applicants as an emergency contact. We are required to notify you of this information under data protection legislation. Please ensure that you read this notice (sometimes referred to as a 'privacy notice') and any other similar notice we may provide to you from time to time when we collect or process personal information about you.

Bromsgrove School/F2 11.04 Tf1 0 0 1 56.664 739.54 Tm0 g0 G(T)-3(h)-2(is)-13(no)-2(t)4(ic11(s005550)81(s00

	From you	Legitimate interest: to carry out a fair recruitment process Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages	To enable HR personnel or the manager of the relevant department
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	From your referees (details of whom you will have provided)	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant managers and HR personnel</p>
	From you, from your education provider, from the relevant professional body	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>

From the Disclosure and Barring Service (DBS)

To perform the employment contract

To comply with our legal obligations

Legitimate interest:

For reasons of substantial public interest (preventing or detecting unlawful acts, and protecting the public against dishonesty)

To make an informed recruitment decision

To carry out statutory checks

Information shared with DBS and other regulatory authorities and included in the DBS record. For more information, see *

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