

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 privacy notice which can be found in the school handbook which detail how we use your information.

Why Do We Collect This Information?

Once you have submitted an application form, the School use this information in order to assess your suitability for employment, to comply with our legal obligations relating to safer recruitment, and to take steps at your request before entering into an employment contract.

What Information Do We Collect?

We collect the following information from the application form in order to take a decision as to recruitment:

- personal details, including name, contact details and address;
- information about your education, qualifications, training and professional memberships;
- employment history, including current and previous employers, job titles, dates of employment and reasons for leaving;
- information about your skills, experience and suitability for the role;
- information provided in your supporting statement, CV and application responses;
- references and information obtained from referees;
- information relating to your eligibility to work in the UK;
- information required as part of our safer recruitment processes, including relevant information relating to criminal convictions and other safeguarding matters;
- information relating to your right to work and immigration status, where applicable; and
- any other information you choose to provide as part of your application that is relevant to your suitability for employment.

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

Head: Mrs Liz Gregory FCCT, MEd, BA (Hons)

The Maynard School Denmark Road Exeter Devon EX1 1SJ
T 01392 273417 E office@maynard.co.uk W maynard.co.uk



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.

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