



Privacy Notice For Applicants for Employment at Tonbridge Grammar School

Tonbridge Grammar School is committed to protecting the privacy and security of your personal information. This privacy notice describes how we collect and use personal information about you during the application process until you either become an employee or the application process has been completed. We are required to notify you of this information, under data protection legislation.

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. There is no automated decision making in our application process.

What Information Do We Collect?

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

- Name, address and contact details
- Confirmation of your right to work in the UK
- National Insurance number
- Education history and qualifications
- Employment history
- Reasons for application
- Referees
- Self-declaration of criminal offences
- Professional and development training
- Additional information in support of your application including professional associations, hobbies and interests

Before confirming an appointment we may collect the following information:

- Information about you from your referees
- Information regarding your academic and professional qualification from your education provider or relevant professional body
- Information regarding your professional registrations
- Information regarding your criminal record from Disclosure and Barring Service (DBS)
- Your nationality and immigration status
- A copy of your driving licence
- Information regarding your occupational health from our occupational health provider

How we may share the information

The information will be shared with members of staff and governors directly involved in the application process. In exceptional circumstances 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. If you are successful and become an employee of Tonbridge Grammar School your information will be retained and process in line with our Privacy Notice for Staff. If you are unsuccessful your data will be retained for no longer than 6 months from the date of interview unless we have expressly asked for your consent to keep your information on file