Bedford High School

A Specialist Business and Enterprise College

To Care To Learn To Achieve

Short Form Privacy Notice for Application Forms

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Document control

Reviewed:	May 2018
Reviewer:	DPO
Next Review:	May 2019
Governing Committee:	
Electronic copies of this plan are available from:	FROG VLN
Hard copies of this plan are available from:	HR, Facilities and Communications Manager
Public sector equality duty guidance considered	Yes
Date approved by the Chair of the Governing Body:	
Signature of the Chair of the Governing Body	

Changes History

Date	Description	Changes
May 2018	Whole policy update in line with GDPR	Whole policy

Short Form Privacy Notice for Application Forms

This document is intended to be used to accompany your application forms, giving information on how we use the application information. This is not intended to be used instead of a privacy notice and is used solely to explain how the information contained within the application form is used.

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 on the school's website at www.bedfordhighschool.co.uk which details 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 take a decision on recruitment and to take steps to enter into a contract.

What Information Do We Collect?

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

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.