



St. John's Mosley Common **C.E. Primary School**

Short Form Privacy Notice for Application Forms

School Address	Commonside Road Worsley Manchester M28 1AE
School Contact Number	0161 790 2195

Last reviewed: December 2021 – Next review: December 2022

Short Form Privacy Notice for Application Forms

This document is intended to be used in conjunction with job applications; providing information as to how we use the information provided within the application form. This is not intended to be used instead of a privacy notice.

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. Under data protection legislation, we are required to notify you of this information.

Please ensure that you read this notice in conjunction with our Privacy Notice which can be found on the school's website at www.saintjohnsmosleycommon.co.uk which details how we use your information.

Why Do We Collect This Information?

On submitting an application form, the school uses the information provided to aid our recruitment processes and post offers.

What Information Do We Collect?

We collect information from the application form to support our recruitment processes and decisions.

How we may share the information

We may need to share some details of personal information with other parties i.e. HR consultants, professional advisers and previous employers/referees. 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 legal requirements.

How long we keep your information

We retain the personal information that we obtain 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 are offered employment, the nature of the information concerned and the purposes for which it is processed. Full details on how long we keep personal data is set out in our Retention policy available on the school website.