



# MILTON ABBEY

## **Short Privacy Notice for Job Applicants**

Milton Abbey is the data controller for the information you provide during the process unless otherwise stated. If you have any queries about the process or how Milton Abbey handles your information please contact the school at [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk).

This statement is applicable to job applicants. It is not intended to - neither will it - form part of any contract of employment or contract of services. Milton Abbey reserves the right to make changes to this statement at any time; if you are affected by substantial changes, the school will make an alternative statement available to you. The full Privacy Notice for Job Applicants is available on the school's website or can be provided on request by contacting [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk).

Where you are successful in your application and are appointed to a position you will receive details of Milton Abbey's Privacy Notice for Employees.

### **What will Milton Abbey do with the information you provide?**

All of the information you provide during the process will only be used for the purpose of progressing your application, or to fulfil legal or regulatory requirements if necessary.

Milton Abbey will not share any of the information you provide during the recruitment process with any third parties for marketing purposes or store any of your information outside of the European Economic Area. The information you provide will be held securely by the school and/or its data processors whether the information is in electronic or physical format.

Milton Abbey will use the contact details you provide to contact you to progress your application. The school will use the other information you provide to assess your suitability for the role you have applied for.

### **What information does the school ask for, and why?**

Milton Abbey does not collect more information than it needs to fulfil the school's stated purposes and will not retain it for longer than is necessary. In the case of unsuccessful applicants, Milton Abbey will retain your information for a period of 6 months before securely disposing of it. Successful applicants should refer to the Privacy Notice for Employees for retention guidelines.

The information Milton Abbey asks for is used to assess your suitability for employment. You do not have to provide what the school asks for but it might affect your application if you do not.

## **Application stage**

Milton Abbey asks you for your personal details including name and contact details. The school will also ask you about your previous experience, education, referees and for answers to questions relevant to the role you have applied for. The Recruitment Panel will have access to all of this information.

You will also be asked to provide equal opportunities information. This is not mandatory information – if you do not provide it, it will not affect your application. This information will not be made available to any staff outside of the school’s Recruitment Panel, including hiring managers, in a way which can identify you. Any information you do provide will be used only to produce and monitor equal opportunities statistics.

You will be asked to complete a criminal records declaration to declare any unspent convictions. Milton Abbey will provide your email address to the GBG/Online Disclosures Service who will contact you to complete an application for an Enhanced Level Criminal Record check via the Disclosure and Barring Service which will verify your declaration of unspent convictions.

## **Interview and Offer of Employment**

If you are shortlisted for interview, the school might ask you to participate in assessment days; complete tests or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by the school. For example, Milton Abbey will take interview notes and/or you might complete a written test. This information is held by the school in accordance to the school’s retention guidelines.

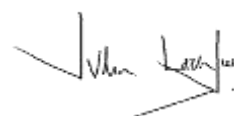
When you are invited for interview Milton Abbey will ask you for information so that the school can carry out pre-employment checks. You must successfully complete pre-employment checks to progress your application beyond this stage. The school is required to confirm the identity of its staff, their right to work in the United Kingdom and seek assurance as to their trustworthiness, integrity and reliability.

You will therefore be required to provide:

- Proof of your identity – you will be asked to attend the HR office with original documents; the school will take copies.
- Proof of your qualifications – you will be asked to attend the HR office with original documents; the school will take copies.
- The school will contact your referees, using the details you provide in your application, directly to obtain references.

If Milton Abbey makes an offer of employment, the school will also ask you for the following:

- Bank details – to process salary payments
- Emergency contact details – so the school knows who to contact in case you have an emergency at work



**Julian Litchfield FCIPD**  
Bursar, July 2018

Milton Abbey’s full Data Protection Compliance Statement (Privacy Notice) is available on request. Please contact [hr@miltonabbey.co.uk](mailto:hr@miltonabbey.co.uk) if you would like a copy.