

APPENDIX A - PRIVACY NOTICE - Recruitment

St Michael's School (Leigh-on-Sea) Limited

February 2021

About the Information we collect and hold

Part 1 Up to and including the shortlisting stage

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
Your name and contact details (ie address, home and mobile phone numbers, email address)	From you	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to progress your application, arrange interviews and inform you of the outcome at all stages</p>	<p>To enable HR personnel to contact you to progress your application, arrange interviews and inform you of the outcome</p> <p>To inform the relevant person of your application</p>
Details of your qualifications, experience, employment history (including job titles, salary and working hours) and interests	From you, in the completed application form and interview notes (if relevant)	<p>Legitimate interest: to carry out a fair recruitment process</p> <p>Legitimate interest: to make an informed decision to shortlist for interview and (if relevant) to recruit</p>	<p>To make an informed recruitment decision</p> <p>Both the person making the shortlisting decision and, if you are invited for interview, the interviewer will receive these details.</p>
Your name, contact details and details of your qualifications, experience,	From you, in the completed application form and interview	Legitimate interest: to carry out a fair recruitment process	To make an informed recruitment decision

employment history and interests	notes (if relevant)		
Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs	From you, in a completed equal opportunities monitoring form	To comply with our legal obligations and for reasons of substantial public interest (equality of opportunity or treatment)	To comply with our equal opportunities monitoring obligations and to follow our equality and other policies For further information, see * below
Details of your referees	From your completed application form	Legitimate interest: to carry out a fair recruitment process In the regulated sector, to comply with our legal obligations to request references	To carry out a fair recruitment process To comply with legal/regulatory obligations Information shared with relevant HR personnel and the referee

Part 2 Before making a final decision to recruit

The information we collect	How we collect the information	Why we collect the information	How we use and may share the information
<p>Information about your previous academic and/or employment history, including details of any conduct, grievance or performance issues, appraisals, time and attendance, from references obtained about you from previous employers and/or education providers</p>	<p>From your referees (details of whom you will have provided)</p>	<p>Legitimate interest: to make an informed decision to recruit</p> <p>To comply with our legal obligations</p> <p>Legitimate interests: to maintain employment records and to comply with legal, regulatory and governance obligations and good employment practice</p>	<p>To obtain the relevant reference about you</p> <p>To comply with legal/regulatory obligations</p> <p>Information shared with relevant HR personnel</p>
<p>Information regarding your academic and professional qualifications</p>	<p>From you, from your education provider, from the relevant professional body</p>	<p>Legitimate interest: to verify the qualifications information provided by you</p>	<p>To make an informed recruitment decision</p>
<p>Your nationality and immigration status and information from related documents, such as your passport or other</p>	<p>From you and, where necessary, the Home Office</p>	<p>To enter into/perform the employment contract</p>	<p>To carry out right to work checks</p> <p>Information may be shared with the Home Office</p>

identification and immigration information <input type="checkbox"/>		To comply with our legal obligations Legitimate interest: to maintain employment records	
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* Further details on how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Recruitment Privacy Notice.