



## PRIVACY NOTICE: RECRUITMENT

Author:	Bursar
Reviewed:	August 2024
Next Review Due:	August 2025
Scope:	All Schools



We will keep recruitment information (including interview notes) for no longer than is reasonable, taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed. This is likely to be for six months from the communication of the outcome of the recruitment exercise which takes account of both the time limit to bring claims and for claims to be received by the School. If there is a clear business reason for keeping recruitment records for longer than the recruitment period, we may do so but will first consider whether the records can be pseudonymised, and the longer period for which they will be kept.

If you are an applicant and your application is successful, we will keep only the recruitment information that is necessary in relation to your employment. For further information, see the Privacy Notice for Staff.

Further details on our approach to information retention and destruction are available in our Information and Records Retention Policy.

Please contact the Bursar who can be contacted as detailed under 1 above if you would like to correct or request access to information that we hold relating to you or if you have any questions about this notice. You also have the right to ask for information we hold and process to be erased ('the right to be forgotten') or not used in certain circumstances. The Bursar will provide you with further information about your data rights, if you ask for it. You may also want to read the Privacy Notice for Staff, which provides more detail on this.

We have appropriate security measures in place to prevent personal information from being accidentally lost, or used or accessed in an unauthorised way. This includes personal information being locked away, password protected or encrypted. We limit access to your personal information to those who have a genuine business need to know it. Those processing your information will do so only in an authorised manner and are subject to a duty of confidentiality.

We also have procedures in place to deal with any suspected personal data breach. We will notify you and any applicable regulator of a suspected data security breach where we ET00.0000081 0 595.32 81.92 reW\* n



--	--	--	--

From your referees (details of whom you will have provided)

Legitimate interest: to make an informed decision to recruit  
To comply with our legal obligations  
Legitimate interests: to maintain employment records and to comply

\* Further details regarding how we handle sensitive personal information and information relating to criminal convictions and offences are set out in our Recruitment of Ex-Offenders Policy Statement and Privacy Notice for DBS Applications,