



Culford

Recruitment and Data Protection

Employment applications, current and previous employees

Any information provided by you during the recruitment process will be used for the express purpose of processing your employment application, or to fulfil legal or regulatory requirements for recruitment and essential to assessing your suitability for employment within the School. We do not collect any information in excess of what is required and we do not retain it for longer than is necessary.

You are not required to provide us with the information we ask for but it may influence your application if we do not have the information we require for a successful application to work in a School.

If you apply using our online application form you will be required to use our website. This information will be passed to the recruitment team who will shortlist applications for interview.

We may use third party recruitment agencies. They collect information on our behalf which will be used to assess your suitability for the role. We post job vacancies using [indeed](#) and our school website.

Any data generated from the interview process will be stored as part of your application process and will be retained for 3 months, but no longer than a year if unsuccessful or the duration of employment plus a minimum of 7 years.

An offer of employment will be conditional and we will ask you for information in order to carry out pre-employment checks. We are required to confirm your identity, your right to work in the United Kingdom, required safeguarding checks for working in education, your fitness to work via a health questionnaire and to seek assurances to your professional conduct, trustworthiness and reliability.

The School uses a third party service provider [Atlantic Data Ltd.](#) to carry out Disclosure and Barring Services Checks (DBS). This is only carried out with your express permission. It is a condition of employment that all employees have a successful DBS check.

All archived employment records are stored on a dedicated server in the UK. All current employment records are held in electronic and paper filing systems.

Please read our [Internal Privacy Notice](#) on how we collect and process your personal data during and after employment at the school.

Visitors to our website

The Culford website is hosted by [Finalsite UK](#). When you visit www.culford.co.uk we use a third party service via Finalsite UK, Google Analytics to collect internet log information and details of visitors' behaviours whilst using the website. Our marketing department use this information to understand the number of visitors to the website and which parts of the website attract the most use. If we wish to collect

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personally identifiable data through the website, we will make it clear this is what we are doing and we will explain what we intend to do with it.