

Recruitment Privacy Statement

The Whitgift Foundation, known as John Whitgift Foundation (the Foundation) is committed to safeguarding the privacy of your information. By “your information” we mean any information about you, which you or third parties provide to us. If you as a candidate submit information to this website, you agree to the use of such data in accordance with this privacy statement. Our privacy statement explains how your information will be treated.

General Principles

- We will only collect and use your information where we have lawful grounds and legitimate business reasons to do so.
- We will be transparent in our dealings with you and will tell you how we will collect and use your information.
- We will only use your information for the vacancy we collected it for and will not use it for any other vacancy unless you have agreed for us to do so.
- We will not ask for more information than we need for the purposes for which we are collecting it.

What do we collect?

The information we collect is through application forms, CVs or resumes which you submit on line when you apply for a vacancy and includes your name, address and contact details, including email address, telephone number; details of your qualifications, skills, experience and employment history, including start and end dates of employment with previous employers; information about your previous remuneration package(s). We also require you to confirm your right to work in the UK and whether or not you have any criminal convictions for specific posts that are exempt from the Rehabilitation of Offenders Act.

How do we maintain your personal data?

- We will update our records when you inform us that your details have changed.
- Candidates who choose to register online may access their profile, correct and update their details, or withdraw their details at any time.
- Unsuccessful applications are only retained for a period of twelve months, and we will only retain your details longer with your permission.
- If you have been successful in your application then the information we have collected will be transferred to your HR record, on our database and paper file, for use in managing the employment relationship. Further information relating to this can be found in our Employee Privacy Statement, a copy of which will be sent to you when you are appointed.

Our Commitment to You

- We will observe the rights granted to you under the applicable privacy and data protection laws and will ensure that queries relating to privacy issues are promptly and transparently dealt with.
- We will train our staff on their privacy obligations.

- We will ensure we have appropriate physical and technological security measures to protect your information regardless of where it is held.
- We will ensure that if we outsource any processes we ensure the supplier has appropriate security measures in place and will contractually require them to comply with this Privacy Statement. This will only take place where it is needed to process your application.
- We will only use the information you provide to us on this website to process the relevant application and it will not be used for marketing purposes.

Who has access to your personal data?

Your information will be shared with members of the HR and administrative teams at Head Office and the site where the vacancy is, the recruiting manager and the shortlisting and interviewing panel where appropriate.

Changes to our Recruitment Privacy Statement

We reserve the right to modify or amend this privacy statement at any time, and any changes to our Recruitment Privacy Statement will be posted on this page so that you are always kept informed of the personal data we collect and how we use it. Nothing contained herein creates or is intended to create a contract or agreement between us and any user visiting the Website or providing identifying personal data of any kind.

Candidate Questions

If you have any questions or concerns regarding your privacy while using this website, please contact: hradministrator@johnwhitgiftfoundation.org

If you are having any technical issues with the online application form, please contact the support team of our software provider via hello@mynewterm.com or email schoolhr@whitgift.co.uk

The Data Controller for the Whitgift Foundation is Roisha Hughes, the Chief Executive of the Whitgift Foundation.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner's office on 0303 123 1113.