

## **GDPR & Quest Recruitment**

The Quest School collects a range of information about you during our recruitment process, including:

- Your name and contact details
- Your qualifications, experience, skills and employment history
- Whether you have the right to work in the UK
- Your current salary and benefits
- Whether you have a disability for which we need to make reasonable adjustments during our recruitment procedure

We collect this information via several means, including through our application form, checking qualification certificates, checking passport and other identity documents and during the interview process. We will then store this information on our internal IT systems and also in paper form in our HR department. We may share the information internally for recruitment purposes.

We will not share applicant details with any third parties unless this is necessary for our standard pre-employment checks. We obtain information from, and share your information with former employers to obtain references; vetting providers to carry out background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

We will not transfer your information outside the European Economic Area.

If your application is unsuccessful, we may keep your information on file in case we have any future job opportunities for you. We will ask your consent to do this and you are free to withhold your consent or withdraw it at any time.

We do not accept CVs as a means of application. These documents will be discarded and not considered.

### **Why we handle your personal data**

We need to process various types of information about you to:

- Take the necessary steps before entering into a contract with you.
- Comply with our legal obligations, such as checking your right to work in the UK before employment starts.
- Fulfil our legitimate business interests, including being able to manage the recruitment process, assess your suitability for the role and decide whether to employ you. We also need to retain your data to defend ourselves against any legal claims.

We also need to process some 'special categories' of data. These include information necessary for equal opportunity monitoring and information about any disabilities so we can make any reasonable adjustments to the recruitment process as well as information about any criminal convictions. This is necessary for us to perform our obligations and exercise specific rights related to employment.

## **Data Retention and Protection**

If your application for employment is unsuccessful, we will keep your data on file for 6 months. If you consent to us keeping your information in case of further job opportunities, we will retain it for another 6 months or until you withdraw your consent. If your application is successful, we will issue you with a new Privacy Notice setting out how long we will keep your personal information. We have strict policies and controls in place to prevent the loss, accidental destruction, misuse or disclosure of your data.

## **Your Rights and Obligations**

Under data protection laws, you have the right to:

- Obtain a copy of your data if you wish
- Ask us to amend incorrect or out of date data
- Ask us to erase or stop processing your data if it is no longer necessary for us to hold it for its original purpose
- Object to us processing your data where we are relying on our legitimate interests as the legal basis for processing
- If you believe that we have breached your data protection rights you have the right to complain to the Information Commissioners Office

You are not obliged to provide any data to the organisation during the recruitment process. However, if you do not, we will not be able to process your application properly, if at all.

## **Automated Decision Making**

We do not base our recruitment decisions solely on automated decision-making.

## **Contact Information**

The Data Protection Officer is Peter Mepsted, who can be contacted on [peter.mepsted@questschool.co.uk](mailto:peter.mepsted@questschool.co.uk)