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| **Name of applicant (PRINTED):** |  |

**Why do we collect your personal data and why do we need your consent?**

**Gladrags** collects and holds data about you to:

* enable us to process your job application
* assist us in making a decision on your suitability for employment or other paid work with us

**What type of data do we hold?**

* Name and contact details of you as the applicant, as well as referees
* Name of any previous employers and educational / training establishments
* Types of role / job you have had at other organsiations
* Skills and qualifications obtained by you
* Details of unspent convictions if applicable

**Who is responsible for data protection and who can I contact?**

**The data controller is**: Vania Mills, whose role is to determine why and how personal data is processed and stored. She can be reached at: vania@gladragscostumes.org.uk / 01273 609184  
  
Gladrags, Unit 10, Westergate Business Centre, Westergate Road, Brighton, BN2 4QN.

**The data protection officer is:** Nigel Watson, whose role is to oversee and monitor our data protection procedures and ensure we are GDPR compliant. He can be reached at: [nigelwatson@coldean.brighton-hove.sch.uk](mailto:nigelwatson@coldean.brighton-hove.sch.uk) / 01273 294914

### **Coldean Primary School** 12 Kenwards, Coldean, Brighton, BN1 9EN

**What are the conditions of use?**

* Your data will be used only for the purposes described above.
* You are entitled to be informed about and request access to the personal data Gladrags holds about you, including a copy of the data.
* Your data may be shared with referees, but otherwise will not be shared with third parties unless we are required by law to do so.
* You can withdraw or amend your consent, in which case it is your responsibility to inform us of this, in writing. Please contact the data controller.
* If you are successful with your application your data will be stored for the length of the employment period, as well as a retention period of 7 years, as per our data protection policy.
* If you are unsuccessful with your application, the data collected in relation to it will be removed after 6 months. You can also request that data be removed prior to this 6 months period.
* You can raise a concern or complaint with the Data Controller about the way in which your information is being processed or used. If you are not satisfied with our response, you can make a complaint to the Information Commissioner's Office (ICO) on 0303 123 1113 (Mon - Fri 9am - 5pm)

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**Who processes your information and how is it stored?**

* The information is processed by employed staff, in accordance with their roles within the organisation.
* Your data is stored securely on password protected computers and paper files in locked secure cabinets at our place of work. Computer data is backed-up via cloud storage solution.

**Providing your consent**

**DECLARATION**

*If you are not able to send us a signed copy of this form by email, please print name and date only; we will then provide hard copies at interview for signing.*

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (name of applicant),

* understand why my consent is required and the reasons why Gladrags collects and processes my data.
* give Gladrags consent to use and process my personal data relating to my job application to the organisation, as detailed above.

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| Name: | –––––––––––––––––––––––––––––––– |
| Signature: | –––––––––––––––––––––––––––––––– |
| Date: | –––––––––––––––––––––––––––––––– |

If you have any questions regarding this form, please do not hesitate to contact Vania Mills at: vania@gladragscostumes.org.uk or 01273 609184. You can also find our full privacy notice at www.gladragscostumes.org.uk, which states why and how we collect and process data across the organisation.

***Gladrags Criminal Record Declaration***

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| **Name of applicant (PRINTED):** |  |

Due to the nature of this post involving the periodic supervision of volunteers, this form must be completed by all applicants. The information disclosed here will not be kept with your application form during the application process.

**Policy statement on recruiting applicants with criminal records**

We recognise the contribution that former or ex-offenders can make as employees and self-employed workers and welcome applications from them. A person’s criminal record, in itself, will not debar that person from being appointed to this post. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at, or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis, taking the following into consideration:

* whether the conviction is relevant to the position applied for.
* the seriousness of any offence revealed.
* the age of the applicant at the time of the offence(s).
* the length of time since the offence(s) occurred.
* whether the applicant has a pattern of offending behaviour.
* the circumstances surrounding the offence(s), and the explanation(s) offered by the person concerned.
* whether the applicant's circumstances have changed since the offending behaviour.

It is important that applicants understand that failure to disclose all ‘unspent’ convictions, could result in disciplinary proceedings or dismissal. Nacro, a Social Justice charity, offers helpful further advice and guidance on disclosing a criminal record: www.nacro.org.uk.

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| This post is *not* ‘exempt’ from the Rehabilitation of Offenders Act. We only ask applicants to disclose convictions which are not yet ‘spent’ under the Rehabilitation of Offenders Act 1974. You should be aware that, in accordance with Home Office regulations, we may be required to check police records for convictions before accepting you into employment.  Do you have any ‘unspent’ convictions? Yes 🞐 No 🞐  (Minor motoring offences are not to be stated)  If you have answered yes, please give details on a separate sheet of paper, in a sealed envelope marked “confidential”, ensuring that you have signed and dated the sheet. The information you provide in this way and on this form will be: - treated in confidence and will not be shared with others unless this is a requirement by law.  - stored securely, as required by General Data Protection Regulations. Please refer to our GDPR consent form for further information. |
| **DECLARATION: If you are not able to send us a signed copy of this form by email, please print name and date and we will provide copies at interview for signing.**  I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered a job with Gladrags.  Signed: Date: |