June 2019

Dear Candidate

**Equalities Monitoring**

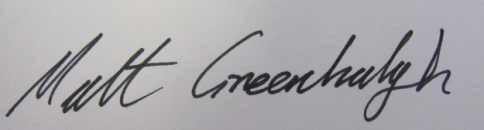
Thank you for your interest in the recent vacancy at this school. The school operates an equalities policy to ensure that all staff and applicants receive fair and equal treatment at all times. As part of this policy it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The enclosed form is designed to record and monitor the relevant data for this monitoring process. I would be very grateful if you could complete the form and return it to me in the enclosed envelope when you submit your application.

The information on this form will be used for statistical purposes only and will not form any part of a record on you as an individual unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school’s HR system which is available for your inspection.

I am making this request in accordance with the recommendations of the Equality and Human Rights Commission. However, if you wish to discuss the content of the form or the use of the data, please let me know.

Yours sincerely



Matthew Greenhalgh

Headteacher

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| African | | |  | Chinese | | |  | I do not wish to disclose my ethnic origin to HCC |  |
| Other Black background | | |  | Any other background | | |  |
| \*Please indicate any other ethnic background: | | | | | |  | | | |
| **Disability** | | | | | | | | | |
| Disability is described by the Equality Act 2010 as a physical or mental impairment that has a substantial long term adverse effect on an individual's ability to carry out normal day to day activities.  Applications from disabled people are welcome. We will ensure that appropriate support is provided where required, both in the recruitment and selection process, and during employment. | | | | | | | | | |
| Do you consider yourself to have a disability? | | | | | | | | | |
| Yes |  | No | |  | I do not wish to disclose my disability data to HCC | | | |  |

Thank you for completing this form.

Please return in a sealed envelope with your application form

stating your name, post applying for.

The above information will not be shared with the selection panel prior to interview.

This information will be retained, confidentially, and used for monitoring purposes.

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| **Privacy Notice** |
| The School collects information about you in order to provide you with recruitment and employment services.  We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.  The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.  The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.  You have some legal rights in respect of the personal information we collect from you.  Please see the School’s website for further details on their privacy notice and data protection policy.  You can contact the School’s Data Protection Officer if you have a concern about the way they collect or use your data. |