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**Statement of Confidentiality and Non-Disclosure – EA School Based Appointments/EA Corporate**

**Selection Panel (Remote Shortlisting and Interview)**

This form should be signed by hand or electronically by any selection panel member who is accepting possession of any candidate application form including personal information in order to shortlist and/or interview remotely.

In my capacity as an *EA selection panel member or/a member of the Board of Governors and a selection panel member* for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, I acknowledge receipt of copies of the candidates’ application forms.

I undertake not to use the application forms for any purpose other than for the consideration of them in order to prepare for and conduct remote shortlisting and/or interview for the above named post.

I undertake to keep the application forms secure and not to disclose them or any of their contents to any third party not directly involved in the recruitment and selection process for the post.

**Retention and Disposal of Personal Data**

I will, return to the secretary (principal) or relevant EA officer, all copies of the application forms, individual candidate shortlisting record form(s)/panel member shortlisting template and individual interview question and recording form(s) or any notes or paper records held by me and will not retain any copies of them. This will include both hard copy papers and any information held electronically in personal files or email accounts.

While in my possession I accept the responsibility delegated to me for the security and confidentiality of the documentation, in compliance with the **School’s duties under the General Data Protection Regulations, Data Protection Act 2018 and the Employment Practices Data Protection Code 2011 issued by the Information Commissioner’s Office.**

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Selection Panel Member*

**Please note:**

The selection panel member must sign and date this form before any applications can be released to the selection panel member. Either by electronically signing and returning by email to the Principal/EA Chair or by signing and returning the paper document to the Principal/EA Chair.

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**Statement of Confidentiality and Non-Disclosure – EA School Based Appointments/EA Corporate**

**Selection Panel (Remote Shortlisting and Interview)**

All applications, individual candidate shortlisting record form(s)/panel member shortlisting template and individual interview question and recording form(s) or any notes or paper records must be returned to the secretary (principal) or relevant EA officer as soon as practicably possible after interviews have taken place.

Any documents which need to be disposed of should not be disposed of at home. They should be brought back into the school or EA Office and securely disposed of using EA’s established confidential waste disposal process. Steps should be taken to ensure such documents are stored securely until you are able to arrange this.

I confirm that I have enclosed and am returning all documents received by me or that have been in my procession in relation to this recruitment process.

Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Dated\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Selection Panel Member*

**Please note:**

The selection panel member must sign and date this form on returning to the Principal/EA Chair all information in relation to this recruitment process.