

### **Guidance on the use of the Equality and Diversity form**

Schools should ensure that the data in the Equality and Diversity form is not used as part of the shortlisting and selection process. The Equality and Diversity form should be stored appropriately in line with GDPR requirements. If a concern was raised that biased was applied in a recruitment process, the form would provide evidence to defend the school's position. In addition, schools are likely to be asked to provide equality and diversity data to the DfE in order to evidence that a fair, consistent and appropriate recruitment process has been undertaken.