Job applicant privacy notice

The College is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing your data securely and transparently.

The personal information you provide in this application will be processed in accordance with current legislation.

For unsuccessful candidates, we will retain your application for a period of six months after which it will be destroyed securely. Any information disclosed to the College in line with the Rehabilitation of Offenders Act 1974 will also be destroyed securely after 6 months. The equal opportunities monitoring form will also be retained and securely destroyed after 6 months. This is to meet our obligations under the Equality Act 2010. Your information will not be shared with any third party.

For shortlisted candidates we will approach referees in line with indication you have made on the application form. For unsuccessful candidates any references collected will be retained with your application and destroyed securely after 6 months.

For successful applicants the information you have provided to us will be used will be used to complete our recruitment process in accordance with Keeping Children Safe in Education statutory guidance and retained on your personnel file for a period of 6 years after your employment ends at the College. At this point your personnel file will be destroyed securely.

If you require further information about the College's Data Protection Processes or a specific query about your data, please contact:

Dominic Jones, Data Protection Officer

St John Rigby College
Gathurst Road
Orrell
Wigan
WN5 0LJ