

How we look after your personal information

Privacy considerations for job applicants

When you apply for a job at St. John's **we collect personal information** such as your contact details, employment history, and qualifications. This information is collected through forms and the CV you complete either online or on paper, by telephone and at interviews. It is necessary for us to collect all this information to properly carry out the recruitment procedure.

The information you provide will only be used to process your application and we only ask for details that are relevant and necessary to the recruitment procedure.

If your application is successful, we will keep your application information on file and provide you with more details about how we manage your personal information as a member of staff at St John's. If your application is unsuccessful, we will keep your information for a **limited amount of time in line with employment and data protection law**.

We will share your information with relevant members of staff and with your provided references. **Application details are stored securely** whether it is an electronic or physical record.

If any of your details have changed or you have a question about why you are being asked for certain information, please contact our HR team. The Data Protection Officer can also help if you would like to find out more about how St. John's looks after the information we hold or if you have a concern about how your information is handled. Contact Reception on 01225 486400.