WHAT WE DO WITH **PERSONAL DATA** WHEN YOU...



APPLY FOR A JOB

Assess your suitability for the position.

Contact details, date of birth. education, qualifications, residency information, recent employer, work history, personal statement, reference contacts, professional memberships, copy of ID documents.

Preparing for performance of a contract with you.



ARE OFFERED A JOB

Confirmation of suitability for role and essential employee information.

Bank details, emergency contact, address, signed contract, references.

Immigration data, PVG data, medical fitness report (including data for making reasonable adjustments)

Performance of a contract. We have a legal obligation to do this.



SUPPLY EQUALITY AND **DIVERSITY INFORMATION**

> Publish equality and diversity statistics.

Information relating to disability, age, religion, sex and gender identity, sexual orientation, marriage/civil partnership status.

We have a legal obligation to do this.

HOW LONG DO WE KEEP YOUR DATA?

SUCCESSFUL **APPLICANTS**

Period of contract + 6 years

UNSUCCESSFUL **APPLICANTS**

1 year after













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