

## **Action Tutoring Privacy Notice for Job Applicants**

This privacy policy sets out how Action Tutoring uses and protects any information that you provide us with when completing a job application, as well as any further information we record during the application process.

### **What information we will collect**

For the purpose of a job application, we are likely to request a CV, cover letter and references. We may also take interview notes and a record of any assessment you complete as part of your application.

### **Where we will store this information**

We are committed to ensuring that your information is stored securely. In order to prevent unauthorised access or disclosure, we have put in place physical, electronic and managerial procedures to safeguard and secure it.

Information you provide as part of your job application, or recorded by us during the application process, will be stored in a limited-access email account and our secure HR database. Printed copies may also be produced and used temporarily during the application process.

### **How long we will keep this information**

Action Tutoring holds data in accordance with our data retention policy. We will only hold data for as long as necessary for the purposes for which we collected it. For unsuccessful job applicants, information you provided as part of your job application, or recorded by us during the application process, will be deleted approximately six months after the date on which you were informed of being an unsuccessful applicant.

For successful job applicants, a copy of our full Policies and Procedures Manual will be provided.

### **If we will share this information**

Please note that [Webrecruit](#) supports our recruitment activities. If you register or apply for an Action Tutoring role via Webrecruit, they may collect and process the information mentioned in this policy, as well as additional information they may ask you to provide. You can access their privacy policy [here](#).

We will not sell, distribute or lease your personal information to any other third parties unless we have your permission or are required by law to do so.

### **How to get in contact**

To contact us in relation to any of the information contained in this notice, to make a complaint, or to pursue any of your rights under the General Data Protection Regulation, please email: [hello@actiontutoring.org.uk](mailto:hello@actiontutoring.org.uk) or write to us at:

Action Tutoring, The Dock, Tobacco Quay, Wapping Lane, London E1W 2SF

Telephone: 0203 872 5894