Recruitment Data Privacy Notice

Helping people change their lives for the better

VAL is a registered data controller. As your data controller VAL has notified its activities to the Office of the Information Commissioner as required under the Data Protection Act 1998 (the "Act") and is listed in the Public Register of Data Controllers. Personal information will only be collected and/or processed by VAL in accordance with the Act.

As part of the Recruitment process, you will be asked to provide certain information about yourself, including your name, contact details, date of birth, job history. Personal data is collected to facilitate the recruitment process and used for anonymised reporting purposes.

Some of the information is mandatory in order for VAL to consider an application for a vacancy or meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to complete.

VAL will collect and store personal information that applicants submit for job vacancies via Application Forms and/or CV's.

Please read the following privacy policy to understand how VAL uses and protects the information you provide.

- The personal data you provide in your application and as part of the recruitment process will only be held and processed for the purpose of the selection processes and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed.
- VAL will not share your personal data with any third parties. The exception to this may be in connection with funder related contractual obligations and our statutory duties.
- In the event of your application resulting in an offer of employment and your acceptance of a position at VAL, your personal information will be sent to and held in the VAL staff files and HR databases.
- Unsuccessful applicant data will be held in secure files for a period of up to six months after which it will be securely removed.

By submitting your personal data and application, you:

- declare that you have read, understood and accepted the statements set out above
- are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
- are giving your consent to the holding and processing of the information contained in this application and any other personal data you may provide separately in the manner and to the extent described; and
- are authorising VAL to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.

Review

This guidance and the VAL Data Protection policy is subject to regular reviews. Any changes to it in the future will be notified to you/on this page. By continuing to use this process you are agreeing to such changes. We recommend that you check the privacy policy each time you visit this site.

Contact

For any queries you may have in connection with this privacy statement, please contact: recruitment@valonline.org.uk

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