

Gilbert Colvin Primary School

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Headteacher: Mr R. Mark Hemsley

Tuesday, 2nd April 2019

Dear Candidate,

Protection of your Data/Information

The information you supply on this application form is subject to the current Data Protection Regulations and specifically the General Data Protection Regulation (GDPR) 2018.

Privacy notice: the Redbridge Teacher Recruitment and Retention Service (TRRS) produce this standardised application form for schools to use for the recruitment and employment of teachers. The information will be confidentially shared with administrative and management personnel involved directly in the recruitment process within individual schools and with associated Human Resource and Payroll services outside of the school in the context of your employment application. Anonymous data may be extracted for the purpose of statistical recording.

Once the recruitment process has been completed the application form and associated documents for successful candidates will be retained to form the basis of an employment record and stored safely and securely. Unsuccessful candidates' details will be securely disposed of in accordance with the guidelines and erased or destroyed - unless there is specific permission for the information to be retained for future recruitment purposes.

You may update the information should you become aware of any inaccuracies in your submitted application by contacting the email address used to submit the application originally. You can also withdraw your application through the same contact.

For further general information please contact: Information Commissioners Office - The UK's independent authority set up to uphold information rights in the public interest, promoting openness by public bodies and data privacy for individuals <https://ico.org.uk/>.

Yours sincerely,

Mr R. Mark Hemsley
Headteacher