



Windsor Academy Trust

How we use your Information
Privacy Notice for Job Applicants

about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out its obligations and exercise its specific rights in relation to employment.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and administrative team, interviewers involved in the recruitment process, and IT staff if access to the data is necessary for the performance of their roles.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you, and employment background check providers to obtain necessary background checks.

How does WAT protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does WAT keep data?

If your application for employment is unsuccessful, WAT will hold your data on file for 6 (six) months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If