



The majority of the information you provide to us is necessary for us to process your application and meet our obligations as an employer, and failure to supply such information may mean that we are unable to process your application.

On the other hand, some staff information is provided to us on a voluntary basis, for example information concerning your personal characteristics. We will inform you whether you are required to provide certain information to us or if you have a choice in this.

Under some circumstances, we may obtain information from third parties, such as your previous employer. We will normally seek your consent before obtaining such information.

## **Storing staff information**

We store staff information securely and in line with our Data Protection Policy and associated procedures. A copy of our Information and Data Protection Policy and associated procedures can be obtained from the Data Protection Officer, by emailing [dpo@activatelearning.ac.uk](mailto:dpo@activatelearning.ac.uk).

