



Park Community Academy Candidate Information Pack



“We grow together, we learn together, we will achieve together”



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Welcome from the Chief Executive Officer



Dear Candidate,

I am delighted that you are interested in our vacancy at Park Community Academy. This post is an exciting opportunity to join a team who are dedicated to driving continual improvement.

We hope that you will share our interest in improving education and our passion for making a difference so that together we can ensure the Trust functions effectively and efficiently.

The entire Trust staff, including the Central Team, are energetic and enthusiastic about our academies and college. We work with many children who are disadvantaged, either through deprivation or because of additional needs causing barriers to learning. We therefore welcome opportunities to work collaboratively together, maximising skills and available resources to make an even greater difference to all our learners and their families.

The Sea View Trust is an inclusive Multi Academy Trust (MAT), currently comprised of three primary academies and two special schools, together with Valley College (a post-16 specialist institution). The Trust supports circa 520 staff and in excess of 2,100 students.

We are ambitious with our plans and we are proud to announce that The Sea View Trust will be opening two custom built free schools within the Blackpool area following the successful bid in the most recent wave announced by the DfE. The new SEMH free school and Medical free school will be well planned and cater to the needs of our children.

I do hope the information contained within this application pack will be useful to you and will inspire you to apply. Meanwhile, I would like to thank you once again for expressing an interest in our vacancy. I very much look forward to receiving your application.

Yours sincerely,

Angela Holdsworth MBE
CEO Sea View Trust

Overview of Park Community Academy

INTRODUCTION

Park Community Academy is a Community Special Academy for pupils aged 2 - 19 years from Blackpool and surrounding areas. Blackpool Council's Children and Young People's Department have retained their statutory duties with regards to admitting children into the Academy and there are currently 326 pupils on roll.

From September 2015, the Local Authority commissioned Park Community Academy to deliver post-16 provision for pupils with Special Educational Needs. Our Sixth Form Centre is located at The Oracle on St Anne's Road in Blackpool.

LOCATION

The Academy is situated in a pleasant area of the well-known seaside resort of Blackpool, approximately one-mile inland from the town centre and sea front. Nearby is the large open space and recreational and sports area of Stanley Park, and in close proximity to the Whitegate Drive Health Centre and Woodlands School for pupils with SLD/PMLD.

THE ORACLE SIXTH FORM CENTRE

The Oracle Sixth Form Centre provides a nurturing environment in a strong pastoral setting. It utilizes a holistic learning approach to maximize inclusivity and provides real opportunities for students to develop those all-important employability skills. The Sixth Form's mission is to provide students with outstanding teaching and learning that will prepare them for the start of their adult life.

Valley College operates across two sites - Valley College at The Oracle and Valley College at Ewood Campus.



THE PUPILS

All pupils attending PCA have an Education, Health and Care Plan. The children and young people have a range of learning needs associated with moderate to severe learning difficulties, complex learning difficulties (including autistic spectrum disorders), sensory difficulties and associated social emotional and behavioural difficulties and challenging behaviours. Many are admitted from local mainstream Schools or Nurseries. However, because of the nature of Blackpool, there is a significant transient population and some pupils move into the area with only partly completed statements or EHCP's. Children are regularly admitted at any time throughout the academy year.

Our overarching golden thread which we apply to everything we do is that we aim to enable our children and young people to be Successful learners, Responsible citizens and Resilient individuals.



Our pupils have access to a broad and balanced curriculum, adapted to meet the needs of each individual. In addition to gaining language, mathematical, scientific, technological, artistic and physical skills, our aim is for children to build confidence, develop self-reliance, learn to make decisions and develop the ability to express feelings and ideas.

We attach great importance to the personal, social and moral development of pupils, seeking to enable them to build positive relationships with other pupils and adults, and to be sensitive to the feelings and needs of others. We work hard to ensure that all pupils feel good about themselves, acquiring a high level of self-esteem to promote self-confidence.



THE BUILDINGS AND SITE

The original school opened in September 1960, and the architecture reflects the style of that period. Since this time, there has been significant investment and development, resulting in a site that now has numerous specialist areas, located both in integrated and outlying teaching spaces.

Outside is a large playing field, a floodlit Multi Use Games Area (MUGA), a smaller MUGA for primary pupil use, a trim trail, a separate playground for early years, primary and secondary pupils and 3 separate car parking areas.

Subject to availability and Covid restrictions permitting, interested candidates are invited to tour the academy site and buildings with the Headteacher who can further explain any recent developments.



Outside is a large playing field, a floodlit Multi Use Games Area (MUGA), a smaller MUGA for primary pupil use, trim trails, separate playgrounds for early years, primary and secondary pupils and 3 separate car parking areas. We are also currently building a new sports hall on the school site.



OFSTED INSPECTION

The academy was last inspected in October 2023 and was judged as 'Outstanding'. It was also judged as 'Outstanding' in its previous full Inspections in May 2018, May 2015, October 2009 and May 2007.

For further information about the strengths of our academy, please visit the Ofsted website to read the full report: www.ofsted.gov.uk – 'schools'

ACADEMY ACHIEVEMENTS

Park Community Academy is proud to have received a number of accolades and more information about this can be found on the Park Community Academy website.

TRUST CURRICULUM STATEMENT

The Park Community Academy curriculum is driven by the curriculum statement of The Sea View Trust. This places emphasis on providing a formal developmental and additional curriculum, relevant to each learner's needs.

Pupils will have access to the Foundation Stage and the full breadth of the National Curriculum, having due regard for the relevance to each pupil at their particular age and development level.

ACADEMY ORGANISATION

The Academy is organised into the five stages of education defined by the National Curriculum:

KEY STAGE 1:	Yrs. R, 1 and 2	Lower Primary
KEY STAGE 2:	Yrs. 3 to 6	Upper Primary
KEY STAGE 3:	Yrs. 7 to 9	Lower Secondary.
KEY STAGE 4:	Yrs. 10 and 11	Upper Secondary.
KEY STAGE 5	Years 12, 13 and 14	Sixth Form

THE STAFF

The teaching staff compliment is organised into five teams, one for each of the Key Stages. The teams also include Special Support Assistants, Additional Needs Teaching Assistants and Apprentice Teaching Assistants who work closely with the teachers. The work within each Key Stage is organised by a senior team member, a Team Leader.

All teaching staff have leadership responsibilities for curriculum areas across the whole academy, at either primary or secondary level. Class based support staff are integral members of the teaching teams and all are supported by dedicated groups of non-class based staff. The academy also promotes, in conjunction with a partner training agency, a highly successful apprentice Teaching Assistant training programme and ITT programme.

PUPILS

The pupils are organised into tutor groups or “classes” with children of similar age and need. The class teacher (or form tutor) has direct day to day responsibility for maintaining an overview of the pupil’s well-being, together with their progress and care. Older learners experience a number of subject specialists, in line with mainstream models.

Every effort is made to promote the inclusion of our pupils within the mainstream sector where appropriate and this work is developing still further.

BREAK TIMES

During break times, the pupils and students mix socially within their own age bands.

COLLEGE LINK COURSES AND ACCREDITATIONS

Students in Years 11 to 14 access mainstream college link courses and the academy offers a range of accreditations.

PARENTS AND CARERS PARTNERSHIP

PCA works in close partnership with families.

CHILDREN AND FAMILY SUPPORT TEAM

The Children and Family Support Team is a key team within the pastoral care system of the academy, comprising of a Children and Family Support Manager and two support workers. All work with academy based colleagues, individual families and external agencies to further develop home school relations. This promotes a high quality educational provision for all pupils, in an environment that reflects care, happiness, enjoyment and success. The academy also has 2 Learning Mentors to further support the mental health and wellbeing of our learners.

OTHER MULTI AGENCY STAFF

PCA has access to a range of multi-agency staff including a School Nurse Practitioner, Speech and Language Therapists, Occupational Therapists and Physiotherapists, Resilience coaches and a Pupil Welfare Officer who support the academy. Close collaboration with these agencies help us to ensure we effectively meet the needs of our children, young people and their families.

OUT OF SCHOOL CARE

The academy is an OFSTED registered provider of Out of School Care and, in normal circumstances provides clubs three nights per week, completely free of charge. A variety of sessions are offered, including a range of sports, leisure, recreational, musical, art and technology based activities for pupils of primary and secondary age. In July 2007 the academy’s Summer Activity Scheme was also inspected by OFSTED. The overall quality and standards of care provided by the academy were judged as ‘Outstanding’ in all areas. The full report can be viewed at www.ofsted.gov.uk – ‘out of school care’.

The Sea View Trust

In Blackpool in September 2013, Anchorsholme Primary, Devonshire Primary and Park Community School (Special) converted to Academy status and formed the Blackpool Multi-Academy Trust (BMAT). The Trust then welcomed Revoe Learning Academy a short time after.

Meanwhile, in Rossendale, Tor View School (Special) converted to academy status in January 2017, to form The View Trust, a Multi-Academy Trust with one school. This status afforded more autonomy and thus enabled the Trust to open a specialist post-16 institution (SPI), a wholly owned subsidiary known as Valley College.

In November 2019, The Sea View Trust was established, borne as a result of a merger between BMAT and the equally successful View Trust. The academies and college now all benefit from a unique relationship that has developed between the schools, and the Trust is particularly proud of its 'Sponsor' status.



Each academy within the Trust currently has a dedicated Academy Business Lead and Finance Lead to manage the day-to-day academy requirements. The Central Team of Trust employees work across all the academies and college, leading on performance, compliance, operational and financial efficiencies, governance, development, and Trust growth. The Central Team also work across the other areas of the organisation.



Embrace Teaching School Hub is led by Tor View School and The Sea View Trust and serves South and West Lancashire. It is a centre of excellence for teacher training and professional development and works closely with schools across Chorley, Fylde, South Ribble, and West Lancashire to implement the DfE's Recruitment and Retention Strategy through the delivery of the 'Golden Thread' of programmes, dedicated to supporting teachers throughout their career.

Embrace SCITT are a school-led consortium of teacher training providers and experts from across Lancashire and the North West, working as one with schools and Trusts across the North West to train exceptional teachers in the Primary, Secondary and Special sectors. We are proud to announce that Embrace SCITT has successfully completed its readiness to deliver checks.

The Sea View Trust is a partnership, working together with a shared ethos, common values and collective goals. There is no 'lead' in our Trust, but instead a collaborative approach that fosters autonomy in each school, whilst being supported by a clear framework. This approach ensures that each school can retain its own unique identity, drawing on support when required, whilst sharing its particular strengths across the wider Trust.

With the support of a strong Board, The Sea View Trust is committed to each entity, providing an inspirational education which allows all pupils and students to realise their full potential, both as learners and as citizens. This is achieved through excellent teaching, learning and development opportunities and it is mirrored in our Trust Vision and Values.

Our Academies



Anchorsholme Academy

is a large 3 form entry primary school located in the north of Blackpool. The school currently has 613 children on roll. Although in an area of less social deprivation than other Trust schools located closer to the centre of Blackpool, the school still has about 19% of its

pupils in receipt of free school meals and approximately 12% of children are on the Special Educational Needs Register. English as an additional language numbers (EAL) are very low at less than 2%.

Pupil mobility is low and most children who start at the school complete their primary education at Anchorsholme. Pupil attendance is good and usually above the national attendance average.

Anchorsholme is fortunate to have an ICT suite and extensive IT provision across the school, a Music/Recording Studio, a green screen area for video production and a purpose-built Library and many other spaces that support and extend learning. The school also has extensive grounds which include sports facilities, wildlife areas and planting and growing areas.



Devonshire Primary Academy

is a two-form academy in central-east Blackpool, located in an area of high deprivation and has its own nursery provision. The percentage of pupils receiving pupil premium funding is 60% (the highest in the Trust) and SEND numbers are above the National average.

Deprivation is well above the national average. Pupil mobility is higher than the national average and whole school attendance is normally just below national.

The school was a new build after the previous Victorian building was destroyed by fire in 2003. The state-of-the-art, innovative building is based on the unique 'beehive school' concept. It was designed to accommodate and support the school's commitment to inclusion and participation and to establish an exemplar school with many sustainable strategies. The school is flexible and adaptable; it is also secure and inclusive. There has been continuous heavy investment in resources, particularly in terms of ICT, and the school has a learning environment that is the envy of many.



Revoe Learning Academy

is located in central Blackpool, in an area of high deprivation. The school has its own nursery and a specialist SEND unit – The Learning Garden which can accommodate up to 12 children who have an EHCP. In 2023/24, in conjunction with Blackpool Council, a specialist EYFS SEND unit was opened in the school catering for up to 8 children.

Revoe has high levels of pupil mobility. The percentage of children in receipt of free school meals, SEND support or with English as an additional language are all classed as well above the national average.

Pupil base deprivation and school location deprivation are well above the national average with 95% of the children classed as living in the most deprived area nationally using a range of multiple deprivation measures.

RLA pride themselves on their highly successful, purposeful, multi-disciplinary partnerships with agencies (and Poppy, the Therapy Dog) which have real impact on enhancing the children's life chances; and developing staff's knowledge and expertise, so they can be the best that they can be.

Our Academies



Tor View School

is located in Rossendale, East Lancashire and is closely located to Valley College and the Trust Central office. Tor View is a Special School which meets the needs of learners with Profound & Multiple, Severe and Moderate Learning Difficulties. Many of our

children and young people have associated cognitive, social-communication and physical difficulties such as Downs Syndrome, Autism and Cerebral Palsy.

Tor View school caters for learners from 4-19 and is comprised of Primary, Secondary and Further Education departments with an additional Intensive Support Centre, a specialised learning environment for students ranging from Key Stage 3 to Key Stage 5 who present with severe challenging conduct and autism, communication difficulties or high-level needs.



Valley College

Valley College was established in 2017 and opened as a recognised specialist post-16 institution (SPI) in September 2018. It is a wholly owned subsidiary of The Sea View Trust and provides pathways that are designed to meet the needs of a specific group of adult

learners with learning difficulties and learning disabilities. Valley College is presently situated on the Ewood Campus at Tor View, in its own building, separated (in most parts) from the main school. In addition to traditional teaching areas, there is a flat with lounge, kitchen, and bathroom facilities and these are used to support the students with their independent living skills.

Students who are enrolled at Valley College have Educational Health Care Plans (EHCPs), identifying their specific needs and individual objectives. The vision for all the college learners is to equip them with skills to be fully included within their own local community.

The 3 current pathways for learning are all accredited and the college staff team has developed extensive work experience networks with local businesses and community organisations.

Valley College operates across two sites - Valley College at Ewood Campus and Valley College at The Oracle.

Terms of the Post

PRE-EMPLOYMENT CHECKS

All offers of employment are subject to the Trust receiving:

- Proof of identity
- Two satisfactory references
- A pre-employment medical check
- An enhanced DBS disclosure
- Evidence of relevant qualifications
- A signed Code of Conduct

WORKING TIME

- This is a full-time post.

PERFORMANCE APPRAISAL

- The post holder will participate in the Trust's appraisal cycle, following the guidelines established for staff working at an executive level
- Incremental payments are awarded on 1st September each year, following a successful annual review
- Bonus payments are not included in the pay policy and are not awarded by the Trust

STAFF BENEFITS

The Sea View Trust appreciates that, in achieving its' full potential, it is the staff that make the biggest difference. Therefore, in order to attract the best talent, we offer a competitive reward and benefits package.

Competitive salaries

Competitive salaries are offered for both teaching and non-class-based staff, depending on the type and level of role. Pay ranges are reviewed annually and the Trust works closely with recognised Union colleagues to ensure that the pay scales reflect the national picture. Starting salaries are determined by the pay range for the role, the experience of the candidate, as well as external market conditions. The Trust is also proud to be a [Living Wage Foundation employer](#), this helps to ensure that all our staff are treated fairly.

National Terms and Conditions

The Sea View Trust is committed to offering national terms and conditions in line with the School Teacher's Pay and Conditions document ("STPCD"), the Burgundy Book (for Teachers) or the NJC Green Book (for Support Staff). This commitment is reflected in an agreement between The Sea View Trust and the national Trade Unions and Professional Associations.

Pension Scheme

All contracted members of staff will be automatically enrolled into the appropriate pension scheme (the [Teachers' Pension Scheme](#) or the [Local Government Pension Scheme](#)). Employees do not pay tax or national insurance on their contributions and the Trust adds a generous employer contribution, which varies depending on the salary. All staff are entitled to opt-out of the pension scheme should they wish to do so.

Continual Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. Funded opportunities are upon application and subject to business need.

Holiday

The Trust recognises the importance of a good work-life balance and provide generous holiday entitlements for support staff (for those staff who are on a full year contract). This entitlement is in addition to any Bank or Public holidays. If you work part-time, your holiday entitlement will be pro-rated. There is a statutory closure period for all staff over the Christmas and New Year period.

Wellbeing and Occupational Health Services

The Trust has an active Wellbeing focus and is continually considering collective opportunities for staff, together with addressing the agenda for 'workload reduction.' For individual staff, colleagues may be referred to our supportive Occupational Health services and be offered access to appropriate services (e.g., physio assessment, counselling services). All staff have access to the Employee Assistance Scheme (EAP).

The Trust and each of its settings have signed up to the DfE Education Staff Wellbeing Charter which means that we will:

- Prioritise staff mental health
- Give staff the support they need to take responsibility for their own and others' wellbeing
- Give managers access to the tools and resources they need to support the wellbeing of those they line manage
- Establish a clear communications policy
- Give staff a voice in decision-making
- Drive down unnecessary workload
- Champion and enable flexible working
- Create a good behaviour culture
- Support staff to progress their careers
- Protect leader wellbeing and mental health
- Hold ourselves accountable, including by measuring staff wellbeing

Occupational Pay Policies

Subject to qualifying periods, the Trust has both an occupational maternity pay policy and an occupational sick pay policy.

Cycle to Work scheme

The Trust's Cycle to Work scheme enables employees to purchase brand-new bicycles and cycling equipment via salary sacrifice, making tax and National Insurance savings.

Flexible and Family Friendly Policies

The Trust understands that employment policies need to be flexible and responsive in order to promote diversity and equality, and to attract and retain the highest quality workforce. Our Flexible Working Policy provides an opportunity for employees to request (after a qualifying period) an arrangement such as a job share, a part-time role or flexibility with home working. Such requests will always be considered fairly, whilst taking account of the needs of the employee, the post, and the Trust. The Trust is also very mindful of staff welfare and has policies in place to support staff, wherever possible, with leave for emergencies or for compassionate reasons.

Application Procedure

Applicants are advised that, following shortlisting, successful candidates will be contacted with further details about the interview process.

Please note:

To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Safer Recruitment

The Sea View Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process that includes assessing candidates' suitability to work with children.

The settings within our Trust are committed to safeguarding and promoting the welfare of pupils and expects all staff and volunteers to share this commitment. All staff will be required to hold an enhanced DBS Disclosure. To ensure compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Equal Opportunities

At our Trust we believe that all individuals are of equal value, and we are committed to equal opportunities for all. All people who work and study in the Trust have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation and religion or belief.

For a confidential discussion about The Sea View Trust and the advertised post, please do contact:

Trust Central Team

Telephone: 01706 214640 (option 3)

Email: trustoffice@theseaviewtrust.org.uk

For a confidential discussion about Park Community Academy and the advertised post, please do contact:

Mrs Gill Hughes (Headteacher)

Telephone: 01253 764130

Email: admin@park.svt.org.uk

For general enquiries about the post, please contact:

Louise Gilligan (Business Lead)

Telephone: 01253 764130

Email: admin@park.svt.org.uk

Your Application and Supporting Information must be completed using the FACE-Ed application process.

When completing your application, please refer to:

- The *Job Description* which gives an outline of the duties of the post.
- The *Vacancy Information* which provides further terms of the post.
- This *Information Pack* for details about Park Community Academy and the Trust.

Supporting Information

This section on the application form is particularly important, as this is where you will demonstrate your suitability for the post. Read the advertisement and the job description to get a clear view of what the job involves as these describe the necessary skills, experience, and qualifications we are looking for.

When completing this section, refer to the job description and make sure that you tell us how you match the requirements of the job. Therefore, give examples of any relevant ability, experience and qualifications. This may be from your current or previous job, or from community or voluntary work, or from skills transferable from other life experience, particularly if you have been out of paid employment for some time. For example, you may have considerable domestic responsibilities, or may organise social or community activities in your spare time.

Pay particular attention to those areas on the person specification described as essential.

You will be required to complete a number of declarations during the application process, please ensure all declarations are completed and accurate.

Privacy Notice

Job Applicant Privacy Notice

Data Controller: The Sea View Trust T/A Park Community Academy

Data Protection Officer: Forbes Solicitors

As part of any recruitment process, the Trust collects and processes personal data relating to job applicants. The Trust is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the Trust collect?

The Trust collects a range of information about you. This may include:

- your name, address and contact details, including email address and telephone number, date of birth and gender;
- the terms and conditions of your employment;
- details of your qualifications, skills, experience, and employment history, including start and end dates, with previous employers and with the Trust;
- information about your remuneration, including entitlement to benefits such as pensions or insurance cover;
- details of your bank account and national insurance number;
- information about your marital status, next of kin, dependents, and emergency contacts;
- information about your nationality and entitlement to work in the UK;
- information about your criminal record;
- details of your schedule (days of work and working hours) and attendance at work and details of periods of leave taken by you, including holiday, sickness absence, family leave, sabbaticals, and the reasons for the leave;
- details of any disciplinary or grievance procedures in which you have been involved, including any warnings issued to you and related correspondence;
- assessments of your performance, including appraisals, performance reviews and ratings, performance improvement plans and related correspondence;
- information about medical or health conditions, including whether or not you have a disability for which the Trust needs to make reasonable adjustments;
- equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief.

The Trust may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The Trust may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Trust may seek information e.g., references from third parties before a job offer to you has been made.

Data will be stored in a range of various places, including on your application record, in HR management systems and on other IT systems including the Trust's email system.

Why does the Trust process personal data?

The Trust needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, the Trust needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Trust has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Trust to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Trust may also need to process data from job applicants to respond to and defend against legal claims.

The Trust may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The Trust processes such information to carry out its obligations and exercise specific rights in relation to employment.

As you will be working with children if successfully appointed, the Trust is obliged to seek information about criminal convictions and offences. Where the Trust seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The Trust will not use your data for any purpose other than recruitment exercise for which you have applied.

If your application is unsuccessful, the Trust will keep your personal data on file for six months from the application closing date in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent for The Trust to keep your data for this purpose at any time and should do so in writing directly to The Sea View Trust.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the recruitment team, interviewers involved in the recruitment process and managers in the area with a vacancy.

The Trust may collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The Trust may seek information e.g., references from third parties before a job offer to you has been made.

Once offered a conditional job offer, The Trust will share your data with other third parties for the purpose of running necessary background checks, as well as with the Disclosure and Barring Service to obtain necessary criminal records checks. The Trust will not transfer your data outside the European Economic Area.

How does the Trust protect data?

The Trust takes the security of your data seriously. It has 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 the Trust keep data?

If your application for employment is unsuccessful, the Trust will hold your data on file for 6 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 your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment, this will be in accordance with the records retention policy.

Your Rights

As a data subject, you have several rights. You can:

- access and obtain a copy of your data on request;
- require the Trust to change incorrect or incomplete data;
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Trust Chief Operating Officer (COO), at trustoffice@theviewtrust.org

If you believe that the Trust has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the Trust during the recruitment process. However, if you do not provide the information, the Trust may not be able to process your application properly, or at all.

Declaration Confirmation

In line with the **Data Protection Act 1998**, in confirming the declaration you agree to us disclosing information such as your name to the Job Centre and New Deal participants for statistical purposes, this information will not be retained or processed for any other purpose.

Once the recruitment process is completed the hard copy data will be kept for 6 months. We have a duty to protect public funds and may use this information to prevent and detect fraud. We may also share this information, for the same purposes, with other organisations that handle public funds.