Tor View School
Candidate Information Pack

"Together we inspire, learn, enjoy and achieve"

01706 214640

office@torview.svt.org.uk

Contents:

Welcome from the Chief Executive Officer	Page 3
Overview of Tor View School	Page 4
The Sea View Trust	Page 6
Our Academies	Page 7
Terms of the Post	Page 10
Application Procedure	Page 12
Privacy Notice	Page 14

Welcome from the Chief Executive Officer

Dear Candidate,

I am delighted that you are interested in our vacancy within the Trust Central Team. This position offers an exciting opportunity to join a team dedicated to driving continual improvement. The successful candidate will work closely with our Trust Central Team and the settings within our Trust, including Embrace which incorporates the Teaching School Hub and SCITT.

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 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 560 staff and in excess of 2,100 students. In Autumn 2025 the Trust looks forward to welcoming Applebee Wood School in Lostock Hall, Preston, to our family of schools. We are awaiting a final decision from The DfE about the opening of two new free schools in Blackpool.

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.

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

Ms Angela Holdsworth MBE

Chief Executive Officer
The Sea View Trust

Overview of Tor View School

INTRODUCTION

Tor View is an all through school, providing an 'Outstanding' education for children and young adults, aged 3 – 19 with a wide range of educational needs. Predominantly, we specialise in teaching children with learning difficulties, either moderate (MLD), severe (SLD) or profound and multiple (PMLD); many of our children have accompanying conditions such as Autism, Down Syndrome or Cerebral Palsy. All of our children attend school because they have complex and lifelong learning disabilities which means they need an Education, Health and Care Plan (EHCP).

Tor View School is very well equipped and benefits from a range of multi-sensory rooms, a hydrotherapy pool and a therapy dog, Ruby. Throughout the school, provision is made for pupils with additional needs arising from physical disabilities, sensory impairments and specific conditions including Autistic Spectrum Condition.

In addition, the Academy has a specialist resource, the Intensive Support Centre (ISC) which accommodates young people with complex needs arising from behavioural and communication difficulties. Tor View also has a café, The Garage Café, which is open to the public and provides the learners with valuable work experience.

As well as providing an '**Outstanding**' education for its learners, Tor View is also a National Support School, has been a Teaching School since 2013 and has recently been designated as a Teaching School Hub.

OUR VALUES

The Governors and staff of Tor View Specialist Learning Community value equal opportunities for all; they aim to provide this through:

- An inclusive ethos of respect, tolerance, and understanding of others' needs. This develops and values pupils' self-discipline, independence and autonomy in preparation for adulthood;
- A safe supportive, caring and dynamic school environment which extends into the wider Community where all are valued as educators and partners in school improvement;
- Access to the National Curriculum and the extended school, both are designed to accommodate individual pupil needs and to ensure maximum progress;
- An environment where creativity is nurtured and the arts provide a medium for driving forward school improvement;
- The celebration of success and positive outcomes for all.

THE STAFF

Our current management team is comprised of experienced and skilled school professionals who support and share best practice. Additionally, all our teaching staff assume leadership responsibilities for curriculum areas across the whole school, at primary or secondary level. Class based support staff are integral members of the teaching teams and all are supported by a dedicated team of non-class-based staff.

OFSTED INSPECTION

Tor View has once again demonstrated its commitment to excellence, receiving its **5**th OUTSTANDING rating in its latest Ofsted inspection in February 2025. The report recognised Tor View's continued provision of a nurturing and ambitious environment for its pupils and quoted -

'*Pupils at Tor View School are caring, compassionate and kind-hearted. They thrive at this school. Staff help pupils to understand that there are no limits to what they can achieve. Pupils are wonderful ambassadors for the school. This shows in the way that they talk about the positive impact that the school has had on their growth as a young person. They benefit from a calm and purposeful environment. Pupils are happy at this school*'.

SCHOOL ACHIEVEMENTS

Tor View School is proud to have received a number of accolades and more information about these can be found on our website, or via the school office.

TRUST CURRICULUM STATEMENT

The curriculum statement of The Sea View Trust drives the curriculum for all the Trust academies. This places an 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.

SCHOOL ORGANISATION

Our school is organised in to 'age-based' phases:

- Early Years Foundation Stage
- Primary (Key Stage 1 [Year 1-2] and Key Stage 2 [Year 3-6])
- Secondary (Key Stage 3 [Year 7-9] and Key Stage 4 [Year 10-11])
- Further Education (Key Stage 5 [Year 12-14])

Tor View School also provides a cross-phase, Pan-Authority provision which meets the needs of learners with complex Autism, acquired brain injuries and challenging conduct/behaviour. This is our Intensive Support Centre (ISC).

College Link Courses and Accreditation - Students in Years 11 to 14, where appropriate, can access mainstream College link courses. The school offers a range of accreditations.

Parent Partnership - Parent Partnership, managed by our Parent Liaison Officer, is a key feature within the pastoral care system of the school. Parent Partnership promotes a high-quality educational provision for all pupils, in an environment that reflects care, happiness, enjoyment and success. The Parent Liaison Officer supports this by working with school-based colleagues, individual families and external agencies to further develop our home school relations.

Other Multi Agency Staff - Tor View School has access to a School Nurse Practitioner, who supports the school in addressing health related issues. The School Nurse Practitioner delivers health related programmes across the school in order to promote healthy lifestyles and good health, conducts health assessment of individuals, health surveillance and leads on health promotion to ensure that both local and national Public Health initiatives are met. We also work collaboratively with OT, Physio, SALT and CAMHS ensuring the needs of our learners are met.

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.

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 over 600 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.

Anchorsholme was inspected by Ofsted in January 2025, the report highlighted the school's strengths, rating the quality of education, behaviour and attitudes, leadership and management, and early years provision as GOOD and personal development rated as OUTSTANDING.

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.

The Ofsted reports from Devonshire's recent Ofsted inspection in November 2024 marks great improvements with Devonshire receiving a GOOD rating for all five categories: quality of education, behaviour and attitudes, personal development, leadership and management and early years' provision.

Our Academies

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. Revoe has high levels of pupil mobility. The percentage of children in receipt of free school meals, with 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.

Revoe was inspected by Ofsted in July 2024, and overall effectiveness was GOOD in all areas. Inspectors reported that 'the school is ambitious for pupils, including for those with special educational needs and/or disabilities (SEND) with caring and supportive staff provide opportunities that build pupils' confidence, independence and resilience.

Park Community Academy

is a Special school located in South/Central Blackpool and occupies 2 sites, the main school being on Whitegate Drive and Sixth Form provision located in the Oracle Building in South Shore. Pupils who attend PCA have a wide range of learning needs including moderate to severe learning difficulties, complex learning difficulties associated with Autistic Spectrum Conditions and speech and language difficulties, sensory impairment, some complex medical needs and varying degrees of social, emotional and behavioural needs associated with their Special Educational Needs and Disability.

All of the children and young people have an Education, Health and Care Plan. PCA caters for pupils aged between 2 and 19. The 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, the aim is for children to build confidence, develop self-reliance, learn to make decisions, and develop the ability to express feelings and ideas.

The school was recently inspected (October 2023) and maintained its Outstanding judgement. Inspectors stated that 'the school's curriculum is well organised and highly ambitious, adding that the post-16 provision has a first-class focus on students' academic and personal achievement'.

Our Academies

Park Community Academy Sixth Form

The Sixth Form located at The Oracle Blackpool provides a nurturing environment in a strong pastoral setting. It utilises 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.

Learners are encouraged to take part in a wide range of activities across and beyond the curriculum, contributing fully to the life of the college and their communities.

Learners have the opportunity to reflect on their experiences and understand how they are developing personally and socially, tackling many of the spiritual, moral, social and cultural issues that are part of growing into adulthood.

Valley College At Ewood Campus Rossendale & The Oracle Blackpool

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 across two sites. Its Ewood Campus located at Tor View, has its own building and is 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.

Valley College is also located at The Oracle in Blackpool, it includes a dedicated training room, office space and meeting room. In addition, the college has access to a fully functioning accessible gym, café area and dance/theatre space.

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.

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

- Please see the advert and vacancy information for specific details of this post

PERFORMANCE APPRAISAL

- The post holder will participate in the Trust's appraisal cycle, following the guidelines established for staff in the Trust
- Teachers incremental payments are awarded on 1st September each year
- Support staff will increment annually on 1st April until the top of scale is reached
- 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.

Continued Professional Development

The Trust values the contribution of its' skilled staff team and is supportive of Continual Professional Development opportunities. All staff have free access to The National College which offers numerous statutory and non-statutory courses, webinars and resources. Funded opportunities are upon application and subject to business need.

All settings across the Trust have the benefit of an additional Inset day (6 days in total – 189 days' pupil facing) Two of these days incorporate Trust wide training sessions as well as training at local level.

Career Development Opportunities

The Sea View Trust is delighted to offer a number of career development pathways for employees keen to pursue a career in education, both inside and outside the classroom. As an apprenticeship provider, we are committed to supporting eligible employees to train to teach in our schools, whilst receiving payment as an unqualified teacher.

Holiday

The Trust recognises the importance of a good work-life balance and provides 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). This is a free service for all our employees.

The Trust and each of its settings have signed up to the DfE Education Staff Wellbeing Charter which is a declaration of support for, and a set of commitments, to the wellbeing and mental health of everyone working in education. All state-funded schools and colleges were invited to sign up to the charter as a shared commitment to protect, promote and enhance the wellbeing of their staff.

More details can be found here .

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 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.

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.

Occupational Pay Policies

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

Travel Expenses

Depending on role requirements and home/office location, travel expenses can be claimed at a rate of 45p per mile, in line with Trust policy.

Application Procedure

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 Tor View School and the advertised post, please do contact:

Mrs Samantha Dillon (Headteacher)
Telephone: 01706 214640
Email: office@torview.svt.org.uk

For general enquiries about the post, please contact:

Sue Johnson (Business Lead)
Telephone: 01706 214640
Email: office@torview.svt.org.uk

Your Application and Supporting Information must be completed using the Sam People Recruit portal: https://theseaviewtrust.face-ed.co.uk/VACANCIES

When completing your application, please refer to:

- **The Job Description and Person Specification which gives an outline of the duties and requirements of the post**
- **This Information Pack for details about The Sea View Trust**

Application Procedure

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.
- Please ensure gaps in employment are explained including accurate dates these relate to.

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.

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.

Privacy Notice

Job Applicant Privacy Notice
Data Controller: The Sea View Trust T/A Tor View School
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.