



DATA PROTECTION STATEMENT

Information provided by applicants and members of staff, is held by CAT to make and monitor employment decisions and to meet statutory obligations. Any information provided to CAT in this context will be treated confidentially and used only by relevant staff and managers, including Human Resources during the course of your application.

Pre-recruitment

In compliance with the Data Protection Act 1998, any interest or formal application for a post will only be used specifically for that particular recruitment purpose.

Staff within the HR department will be involved in the processing of the information and will only allow further access of that information to the designated recruitment panel.

Copies of application forms and CVs required by the interview panel, are disposed of following the interview process. Only the original application is retained. In the case of unsuccessful applicants, this original documentation is retained on file for a period of one year, before confidential disposal by shredding.

The original documentation relating to the successful applicant will be used to create a personal employment file.