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1. Personal Data

1.1 Personal data will be collected from you when you register and/or apply online and your personal data will be used to manage your registration and application. Stoke on Trent College will use your information for the purposes of administering the services in connection with this site.

1.2 In addition, if you use our facilities to build an application to put in our application Database, then you will be providing us with personal data which we will use in accordance with this Statement. If your application contains data relating to your (i) racial or ethnic origin (ii) political beliefs (iii) religious beliefs (iv) membership of a trade union (v) physical or mental health (vi) sexual life or (vii) the commission of a criminal offence or proceedings then you should only provide this if you agree that we may retain this information and use it in accordance with this statement.

1.3 Personal data will be processed fairly and lawfully in adherence with the law. Reasonable and appropriate measures are taken to ensure that your personal data (including the information in your application) is protected from unauthorised access or modification, unlawful destruction and improper use. However, the internet is an open system and Stoke-on-Trent College is not able to guarantee that the personal information you have submitted will not be intercepted by others. You should be aware the applications you complete at your current place of work may be monitored by your current employer

2. Information About All Visitors

2.1 In general, we gather information about all of our users collectively, such as what areas users visit most frequently and what services users access the most. We only use such data in the aggregate. This information helps us determine what is most beneficial for our users and how we can continually create a better overall experience for our users. We may share this information with our other partners, but only in the aggregate, so that they too may understand how users, collectively, use career areas and this site, so they may create a better overall experience for you, as well.

3. General Information Disclosure

3.1 Stoke on Trent College will not disclose information about your individual visits to this website, or personal information that you provide, such as your name, address, e-mail address, telephone number, credit card number, etc., to any outside parties, except when we believe the law requires it. But we may record and share aggregated information with our partners.

4. Applications


4.1 It is your responsibility to ensure that your application is accurate and kept up to date. If you provide details of a referee, it is your responsibility to ensure that the person is aware that you have forwarded his/her details and is happy for you to do so.

4.2 Any registration information and/or application that you submit will be held securely in a database that is owned by the College and stored on the College's server and are not viewable or obtainable by any entity other than Stoke on Trent College.

4.3 Information collected for equality and diversity monitoring purposes will not be shared with the selection panel or anyone with responsibility for the administration of the selection process.

5. Children

5.1 We do not specifically collect information about children. We believe that children should get their parents' consent before giving out personal information. If you are concerned about your child's use of this website, we encourage you to use Web filtering technology to supervise your child's access to the site.

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6. Privacy Commitment Changes

6.1 If we decide to change our privacy commitment, we will post those changes here so that you will always know what information we gather, how we might use that information, and whether we will disclose it to anyone.

7. Cookies

7.1 In addition, we may use cookies on our website. Cookies are small pieces of information stored by your browser on your computer's hard drive. By using cookies we can keep track of your usage of the website and provide you with customised content. You should be aware that we are unable to control the use of cookies or the resulting information by other parties such as advertisers. By modifying your browser preferences, you have the choice to accept all cookies, to be notified when a cookie is set or reject all cookies.

8. Declaration

8.1 To submit an application to the College you must confirm that you agree to the Terms and Conditions of Use.

8.2 By submitting your personal information, you consent to the use of your information as set out in this statement.

9. Retention

9.1 The College reserves the right to review registration records created, and periodically, delete those records where no application has been made. If this applies, you will be required to register your details again to use the e-recruitment system.

9.2 If your application is unsuccessful it will be removed from the system after six months.

10. General Terms of Use

10.1 By accepting this Terms of Use statement you are declaring that to the best of your knowledge the information on your application form is true. You understand that if the information supplied is false or misleading in any way, you will automatically be disqualified from appointment or dismissed without notice.

10.2 Under the terms of the Data Protection Act the information provided on your form will be held in confidence and used for the purpose of Recruitment and Selection and Personnel Administration/Monitoring and no other purpose.

10.3 You acknowledge and agree that all copyright, trademarks, logos and service marks (where applicable) and all other intellectual property rights in all material or content supplied as part of the website and e-recruitment system shall remain at all times vested in us or our licensors. You are permitted to use this material only as expressly authorised by us or our licensors. You acknowledge and agree that the material and content contained within the website and e-recruitment system is made available for your personal non-commercial use only and that you may (to make an application) download such material and content onto only one computer hard drive for such purpose. Any other use of the material and content of the website and e-recruitment system is strictly prohibited. You agree not to (and agree not to assist or facilitate any third party to) copy, permanently store, reproduce, transmit, retransmit, publish, display, distribute, modify, commercially exploit or create derivative works of such material and content.