

## **Personal Information Collection Statement**

### **Purpose**

The personal data collected by the College is for consideration of your recruitment application. Data of successful applicants will be kept as part of the College's employee records.

### **Data User**

Only authorized personnel can access and use the data provided.

### **Retention of Data**

Retaining the applicant's information for up to six months after the completion of the recruitment process for other recruitment purposes, and will subsequently destroy the applicant's information.

### **Data Correction**

Applicants who wish to request access to, and correction of, their personal data may write to the Human Resources Manager of the College.