

Retention of Records

All records relating to recruitment and selection will be held by the Human Resources (HR) department in Head Office, following the completion of the recruitment process at local level. Records relating to the recruitment process including those of unsuccessful applicants will be held for 18 months, after which they will be confidentially destroyed. Unsolicited applications will be held for a period of 18 months and then confidentially destroyed. Records for successful applicants for teaching posts will be retained for the duration of employment plus 7 years after which they will be confidentially destroyed. All records relating to recruitment and selection will be held securely with access limited to HR staff.