

Recruitment Statement

1. General Terms of Use

1.1 GSM London's Privacy Notice explains what types of information will be gathered when you visit the Colleges web pages, and may be viewed at: <https://www.gsmlondon.ac.uk/gsm-london-privacy-statement>

1.2 Personal information provided to the GSM London is held in accordance with the provisions of the GDPR and related UK data protection legislation.

2. Recruitment at GSM London

Information Collected

2.1 To apply for a vacancy you will be asked to submit a CV and cover letter via email to recruitment@gsmlondon.ac.uk quoting the job title in the subject line.

2.2 To submit an application you must supply a minimum set of information; Full name and email address

2.3 Applications should address the selection criteria under the knowledge, skill and experience requirements section of the Job description

2.4 You will NOT be asked to provide personal information defined by the GDPR and related UK data protection legislation as special category data.

How the information collected is used

2.5 When you submit an application, the information you supply on your application will be provided to a selection panel, who will use it to assess your suitability for the post against set selection criteria. You may be contacted at any date regarding your application.

2.6 The data will not be passed to external organisations or individuals.

2.7 If appointed, your application information will be retained as part of your confidential staff record. The College's Staff Privacy Notice can be found here: <https://www.gsmlondon.ac.uk/gsm-london-privacy-statement>

2.8 If you are unsuccessful your application will be removed from the system no less than 6 months after the final decision is recorded on the vacancy. The College may retain information for longer when required to do so to comply with UK employment and immigration regulations and other statutory reporting requirements.

Opt Out

2.9 If you wish to withdraw your consent to process your information please email recruitment@gsmlondon.ac.uk

2.10 Withdrawing consent will mean the recruitment team will no longer be able to process your application.

3. Accuracy of Information

3.1 When you submit an application to GSM London you must do so with the understanding that the information provided in your application and any supporting is true and complete.

Greenwich Campus
Meridian House
Royal Hill
London SE10 8RD

Greenford Campus
891 Greenford Road
Horsenden House
London UB6 0HE

www.gsmlondon.ac.uk
t 020 8516 7800
f 020 8516 7801
e enquiry@gsmlondon.ac.uk

3.2 Any deliberate omission, falsification or misrepresentation in the application or supporting documentation may be grounds for rejecting the application or subsequent dismissal, if employed by the College.

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