

Privacy Policy Information Sheet

Cambridge International Education: Trainer Recruitment

Dear candidate

We are inviting you to apply for the role of trainer for Cambridge International Education. Please take time to read this information before deciding whether you would like to continue with your application.

What is involved?

There are three stages to the application process:

1. Completion of an application form where you will be asked questions relating to your personal details, teaching and training details, examining experience and employment history. Please see the accompanying reference document *Application form questions* for more details of what you will be asked in the application form.
2. Completion of an online pre-recorded video interview where you will be asked three questions about your skills and experience. We will record your responses to these questions and then rate them.
3. Attendance at a two-day face-to-face selection event.

For more information on the overall trainer selection process, please see the accompanying document *Guide to the trainer selection procedure*

Will my responses be kept confidential?

All responses collected as part of this application process will be kept strictly confidential. They will only be accessed by a select number of Cambridge International Education staff and consultants for the purposes of rating them and deciding whether you will proceed to the next stage of the application process. No information or interviews will be made public or used for any other purpose.

What data are we capturing and what will happen to the data?

The data we collect will be stored and analysed in compliance with the UK Data Protection Act (2018) and the General Data Protection Regulation and any subsequent legislation and destroyed when no longer required.

Please note that you are free to withdraw from the application process at any point.

We use a third-party supplier to facilitate our pre-recorded interviews (VidCruiter, who are based in Canada). In order to provide the service, VidCruiter may need to transfer your information to Canada. If they do, we ensure your information is legally protected in compliance with data protection legislation.

If you have questions about this process, or wish to receive a digital copy of this information, please contact:

The Trainer Quality Team using info@cambridgeinternational.org