



Community House
South Street
Bromley
BR1 1RH

Adviceline: 020 8315 1940
Fax: 020 8315 1956

www.bromleycab.org.uk

Friday, November 23, 2018

Dear Applicant

Application for the post of Debt Caseworker

Thank you for your interest in applying for the post of Debt Caseworker.

I have pleasure in enclosing a job description and person specification, an application form together with a diversity monitoring form and guidance notes for applicants and some information about Citizens Advice Bromley. For further information about us including a copy of our Impact Report for 2017 please have a look at our website www.bromleycab.org.uk

The information you give us on the application form will be used to help us decide whether to recruit you as a member of staff - this is our 'legitimate interest' under data protection law. It will only be seen by staff involved in the recruitment process, and will be stored securely.

If you are recruited, we will retain your contact information in order to involve and support you.

We will also collect additional information, such as next of kin details, and over time records of training, support meetings and where relevant, appraisals. Again, it will be kept securely, and only those people who need to see your information in order to involve you will have access to it.

All use of applicant's information will be relevant to their involvement, and may include:

- Contacting applicants when necessary
- Making reasonable adjustments to improve accessibility
- Monitoring statistical details of our applicants
- Providing ongoing support to applicants
- Addressing problems or complaints

You have legal rights over your data, including access to it, and the right to ask that it is corrected, restricted or deleted. There is more information on these rights on the Information Commissioner's Office website: www.ico.org.uk

Please feel free to email your application to: whittaker@BromleyCitizensAdvice.onmicrosoft.com
Alternatively you may post your application to me at the above address.

I look forward to receiving your completed application by **Friday 7th December at 5pm**

Chief Executive: Loraine Whittaker

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Yours sincerely

Loraine Whittaker

Loraine Whittaker
Chief Executive
Tel: 020 315 1941

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