



# Upgrade of our Recruitment System.

## What this means for you.

NTU is in the process of upgrading our current Applicant Tracking System (ATS), Jobtrain, to streamline our recruitment efforts and provide you with a better experience throughout the application process.

This upgrade entails the implementation of a revised version of Jobtrain and therefore there will be implications for your data and your future applications.

Here's what you need to know:

### **Switchover of Systems**

On the 28<sup>th</sup> November, our current system will switch to a legacy system, where only NTU HR employees can access the data for a finite period of time.

The upgraded system will then be launched on the same NTU jobs page web address <https://vacancies.ntu.ac.uk/Home/Job>

### **Data Will Not Transfer**

Your personal data, including your application details and any associated documents, will NOT be transferred as part of the upgrade.

### **Data Retention**

We will continue to retain your existing data for up to 6 months on our legacy system. After that date, the system will be switched off and your data will be deleted.

### **Existing Applicants**

If you are a current applicant waiting either for the outcome of your application, the next steps in the process or a start date, the resourcing team will be in touch with you directly about your application. We therefore recommend you don't erase your data until we have concluded the recruitment process.

Once you have deleted your profile, we will be unable to retrieve any details or documents.



## **Right of Erasure**

If you wish to erase your personal data from the system, please follow the steps on pages 3 and 4 of this document.

## **Forgotten Password/Username**

If it has been some time since you used your account, you can ask the system to remind you of your username and password. You can then access the system to take action.

## **What next?**

From 28<sup>th</sup> November, you'll be able to set up a new profile on our upgraded system and apply for jobs in the normal way.

## **Privacy Policy**

We encourage you to review our Privacy Policy on our website, [Job applicant tracking and right to work privacy policy | Nottingham Trent University](#), which provides detailed information about how we collect, use, and protect your personal data.

We value your interest in NTU and appreciate your understanding during this upgrade.

## **Resourcing and Talent Acquisition Team**

Nottingham Trent University (NTU)

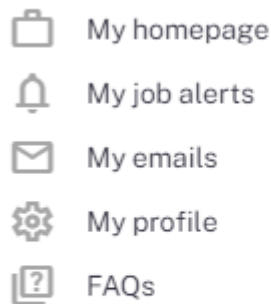


## How to erase your data.

Sign into your profile on Jobtrain.

- External Applicants – Visit: <https://vacancies.ntu.ac.uk/Account/Login>
- Internal Candidates – Visit: <https://vacancies.ntu.ac.uk/internal/Account/Login>

You should then see the jobs page and “Hello (Your Name)” in the top right hand corner. Click on the down arrow next to your name and select “My profile” from the list.



Logout

Scroll to the bottom of the profile page and you should see “Delete my Account”. Click on the + sign and you should now see details about deleting your account.



## Delete my Account

### Are you sure you want to delete your account?

Deleting your account means:

- Your personal information will be deleted against any previous applications
- You will no longer be considered for any job opportunities
- Should you wish to apply for any opportunities in future, you would need to register as a new user and enter all of your information again

*Please refer to terms and conditions which will outline if your data has been shared and if there are any additional steps required to request removal of your data from any other systems.*

Delete my account

Read the statement and then click on the “Delete my account” button. You will see a further warning sign.

### Are you sure you want to delete your account?



Your profile data will NOT be retrievable should you later change your mind.

Delete account

Cancel

Click on the “Delete my account” button and your account will be permanently deleted from the system along with any associated records, documents or personal data.

**After the 28<sup>th</sup> November**, should you wish us to erase your personal data from the old system, please email [resourcing@ntu.ac.uk](mailto:resourcing@ntu.ac.uk) with the subject line of **Erasure of Legacy Data**.