

Jobtrain Privacy Notice

This privacy notice explains what information the Office of Human Resources (OHR), a Division of the Cabinet Office collects via Jobtrain and what that information is used for.

This privacy notice relates to Jobtrain only. The Cabinet Office privacy policy is available here: [Cabinet Office Privacy Policy](#)

If you have any questions on this Privacy Notice or wish to make a complaint please contact the Data Protection Officer for the Cabinet Office:

Email: DPO-CabOff@gov.im

Phone: +44 1624 686779

Address: DPO, Cabinet Office

Government Office

Buck's Road

Douglas

IM1 3PN

Isle of Man

This privacy notice was last updated in **March 2026**.

Our legal basis for processing your information

We process your personal information via Jobtrain on a consent basis. You may withdraw your consent at any time by deleting your records from Jobtrain. Please note that by deleting your application, OHR will not be able to progress your application any further.

How and why we ask you to share your personal information

OHR requires personal information to administer the recruitment process. You are under no statutory or contractual obligation to provide personal data to OHR however, if you do not provide the information, OHR will not be able to process your application.

OHR will not use your personal data for any purpose other than to administer recruitment. You are free to withdraw your consent at any time.

OHR may request special categories of data. This will be limited to

- Information about a job applicant's health where adjustments to the recruitment process are required.
- Equal opportunity data including ethnic origin, sexual orientation, health or religion or belief. This is for equal opportunities monitoring purposes. This information is retained by OHR and personally identifiable information is not shared with any third party.

The Isle of Man's Information Commissioner is the independent supervisory body responsible for upholding the public's information rights and promoting and enforcing

compliance with the Island's information rights legislation. You have the right to lodge a complaint with the Isle of Man Information Commissioner.

Types of personal information we collect about you

Below you will find an overview of the categories of information that we may collect.

Information you provide to us directly at application stage

Category of information	Examples of that type of information
Personal details	Title, name, email address, telephone number, address, national insurance number.
Employment details	Information contained within your CV, including employment history and current employment details.
Personal information	Nationality, work permit status, immigration status, whether you are shortly due a public sector pension, references and CV
Equal opportunity data (voluntary information)	Gender, Marital Status, Disability, Nationality, Ethic Origin, Sexual Orientation, Religion, Dependants, Current Working Pattern and Age.
Education & training details	Information contained within your CV including academic qualifications, training courses undertaken or to be undertaken, CPD details

For applications to the Isle of Man Constabulary, in addition to the above, you will also be required to provide at application stage:

Category of information	Examples of that type of information
Financial details	Loan agreement terminations by bank/building society, credit or card withdrawn or account defaulted, arrears with any existing loan/mortgage/hire purchase agreements, bankruptcy, court action for debt, any party to Individual Voluntary Agreement, Trust Deed, Debt Referral Order, debt management programme or voluntary agreements. Any subject to an attachment of earnings order, any repossession proceedings commenced against you, any consolidated debts with one lender.
Criminal history details	Convictions/cautions by the police for any offences or any bind-overs imposed by court, armed forces prosecutions, impending prosecutions, any involvement in a criminal investigation, any association with criminals.
Trade Union information	Existing membership details.
Other personal details	Social media handles, sickness absence, eyesight declarations, swimming ability, tattoos including supplying pictures of tattoos and piercings, membership of political parties/organisations, business interests, details of any previous service in H M Forces

Information you provide to us directly at offer of appointment stage

Category of information	Examples of that type of information
<p>Additional details</p>	<p>Details of any disqualifications from practice, investigations or proceedings relating to a profession, or dismissals for misconduct or capability reasons.</p> <p>Dates of previous employment with the IOM Government and whether the employment was terminated on a Voluntary Redundancy Scheme or Mutually Agreed Resignation Scheme basis.</p> <p>Pension information and whether you are in receipt of an ill health occupational pension or personal public sector pension.</p> <p>Details of the number of day's sickness absence and how many occasions these days were spread over for the last two years.</p> <p>Details of any spent or unspent convictions depending on the type of role and the level of DBS (police check) required.</p> <p>Whether you are aware of any health condition or disability that may affect your ability to carry out your role.</p> <p>Whether you have a health condition or disability which might require special adjustments at work.</p>
<p>Personal Information</p>	<p>Job title, Name, title, telephone number, email address, address, tax reference number, national insurance number, employment status, pension status, bank details (account number and sort code) and emergency contact details.</p>
<p>Right to Work</p>	<p>Depending on your right to work on the Isle of Man you will be asked to complete a form to verify your right to work status or allow OHR to complete the relevant applications to the Department for Enterprise Work Permit Team.</p> <p>Isle of Man Worker:</p> <ul style="list-style-type: none"> • How you qualify as an Isle of Man Worker as defined in the Control of Employment Act <p>Require a work permit:</p>

	<ul style="list-style-type: none"> • Title • Gender • Name • Email address • Phone number • Date of birth • Town or city of birth • Country of birth • National insurance number • Nationality • Your native language • Your last address • Marital status • Date of arrival on the Isle of Man • Details of unspent criminal convictions • Whether you will living with family members (or relevant persons) as part of your household • What are the ages of each of these people <p>Exempt from work permits:</p> <ul style="list-style-type: none"> • Whether you will living with family members (or relevant persons) as part of your household • What are the ages of each of these people
DESC Relief/Supply Availability	<ul style="list-style-type: none"> • Areas of the island/specific locations where you are willing to work • Times/dates of availability/unavailability

Information we collect at offer of appointment stage (when a verbal offer is made)

Category of information	Examples of that type of information
References	Referee names, applicant name, previous employment history including dates of employment, salary information, annual leave entitlement, sickness details, disciplinary proceedings and details of work performance.

Information we collect automatically

When you visit or use our website we may collect information sent to us by your computer, mobile phone, or other device. For example we may collect:

Category of information	Examples of that type of information
Device information	Hardware model, operating system version
Log information	Time and duration of visit
Other information	Links you click, location
Tracking information	When you visit this site we use cookies that do not collect any personal information. Read more about how we use Cookies

You can ask to see what information we hold about you by submitting a 'Subject Access Request' to the Cabinet Office Data Protection Officer.

Jobtrain provides you with access to the information we hold about you so that you can view this information and change the information if it is not accurate.

How long we keep your personal information

Your details will remain on Jobtrain indefinitely unless action is taking on your part to remove your data. You can delete your application for a specific role or your full account by logging into your account.

If your application for employment is successful, your name and some basic details (full name, job title, Department) will be transferred into OHR's Workload Management System to allow the Recruitment Team to administer the recruitment. Any personal data gathered during the recruitment process for successful candidates will be transferred to your personnel file and retained during your employment. The periods for which data will be held during employment with the Isle of Man Government is available in the Cabinet Office Privacy Notice, [Cabinet Office Privacy Policy](#).

If your application is unsuccessful, we may process limited personal data for compliance with a legal obligation, such as the Control of Employment Act 2014 or the Employment Act 2006. Personal data used for these purposes would only be processed for the above purposes and data will be anonymised or pseudonymised where possible.

How we keep your personal information secure

The security and confidentiality of your information is very important to us.

We will ensure that:

- Safeguards are in place to make sure personal information is kept securely
- Only authorised staff are able to view your information
- Maintain security of the systems which hold personal information in line with ISO27001 standard

We may share your information:

- With or between other Government Departments, Boards and Offices for the purposes of the recruitment exercise.
- With Lay Representatives, Board Members, Politicians or other persons authorised by the recruitment panel (usually external to the recruiting department) for specific roles that require this panel representation.
- IT staff if access to the data is necessary for the performance of their roles.

We will not sell or share your personal information with other companies, organisations or individuals.

Individual Departments may share your personal information with other companies, organisations or individuals where there is a legal requirement to do so.

OHR will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. OHR will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Cookies

When you visit this site, we would like to place cookies on your computer to help us make this website better.

When someone visits our Jobtrain website we collect standard Internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. We collect this information in a way which does not identify anyone. And we do not make any attempt to find out the identities of those visiting any of our websites. We will not associate any data gathered from this site with any personally identifying information from any source. If we do want to collect personally identifiable information through our website for instance our Online Services, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

This allows us to locate areas for improvement and will allow us to better evaluate how users use the site and the information provided. It will also allow us to provide more relevant user content.

What is a Cookie?

Cookies are small text files that are placed on your computer or mobile phone by websites that you visit. They are widely used in order to make websites work, or work more efficiently, as well as to provide information to the owners of the site and these pieces of information are used to improve services for you through:

- enabling a service to recognise your device so you don't have to give the same information several times during one task
- recognising that you may already have given a username and password so you don't need to do it for every web page requested
- measuring how many people are using services, so they can be made easier to use and there's enough capacity to ensure they are fast
- analysing anonymised data to help us understand how people interact with our services so we can make them better

The table below explains the cookies we use and why.

None of these cookies collect any personally identifiable information.

Cookie	Name	Purpose	Expires
Google Analytics cookies	_ga	Used to distinguish users. You can opt out of Google Analytics cookie .	2 years
	_utma	Determines the number of unique visitors to the site	2 years
	_utmb	This works with _utmc to calculate the average length of time you spend on our site	30 minutes
	_utmc	This works with _utmb to calculate when you close your browser	when you close your browser
	_utmz	This provides information about how you reached the site (e.g. from another website or a search engine)	6 months