

Privacy Notice for Job Applicants

We are the data controller of personal information about you. We are Peterborough Regional College. Our address is: Park Crescent, Peterborough, PE1 4DZ. Our Data Protection Officer is: Peter Walker, Vice Principal, Corporate Services. If you have any questions about this privacy notice or the ways in which we use your personal information, please contact our Human Resources Team at Peterborough Regional College, Park Crescent, Peterborough, PE1 4DZ/ telephone 01733 762222/ email: hresources@peterborough.ac.uk

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018.

As part of any recruitment process, the College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the College collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The College collects this information in a variety of ways. For example, data might be contained in application forms, from your passport or other identity documents, or collected through interviews or other forms of assessment.

The College will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks from the Disclosure and Barring Service. The organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the College process personal data?

The College needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the College to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The College may also need to process data from job applicants to respond to and defend against legal claims.

Where the College relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The College is obliged to seek information about criminal convictions and offences. Where the College seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The College will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. Our online job service provider Access Select may also have access to your data for the purpose of system management including fault finding, consolidating fixes and upgrading etc. Your data will always be kept in confidence by those who have access to it.

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

The College will not transfer your data outside the European Economic Area.

How does the College protect data?

The College takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties. Details of this are in the College General Data Protection Policy.

For how long does the College keep data?

If your application for employment is unsuccessful, the College will hold your data on file for six months after the recruitment process, or for a period of your online job site account inactivity of six months, whichever is longer. We will not keep data on unsuccessful job applicants for use in future recruitment exercises, unless we have sought your consent to this.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data;
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Human Resources on email hresources@peterborough.ac.uk. You can make a subject access request by contacting this department to make the request and they will send you a form for making a subject access request.

If you believe that the College has not complied with your data protection rights, you can complain firstly to the Data Protection Officer: Peter Walker, Vice Principal Corporate Services, Peterborough Regional College, Park Crescent, Peterborough, PE1 4DZ or by email to peter.walker@peterborough.ac.uk. You may also complain to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used– please refer to the ICO's website for further information about this (<https://ico.org.uk>).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, the College may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

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25 May 2018