

Job Applicant Privacy Notice

Data controller: New College Stamford, Drift Road, Stamford, Lincolnshire, PE9 1XA

Data protection officer: Director of IT & Resources, DPO@stamford.ac.uk

As part of any recruitment process, the college collects and processes personal data relating to job applicants. New College Stamford 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?

New College Stamford collects 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;
- 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.

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

New College Stamford will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. New College Stamford will seek references from third parties before interviews, only if you have given consent on the application form or CV.

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

Why does New College Stamford process personal data?

New College Stamford 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, we need to process data to ensure that we are complying with our legal obligations. For example, we are 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 organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

New College Stamford processes health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

We process 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.

New College Stamford is obliged to seek information about criminal convictions and offences. We do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

New College Stamford 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, and managers in the business area with a vacancy. New College Stamford will not share your data with third parties before a job offer has been made, unless you have given consent for us to contact an employment background check provider to obtain a reference. After an offer of appointment, we will then share your data with third parties to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

How does the organisation protect data?

New College Stamford 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.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your hard copy data on file for six months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your hard copy data is deleted or destroyed. Your data will be held on our secure recruitment database unless you make a request for us to remove it.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (hard and electronic copies) and retained during your employment. The periods for which your data will be held are detailed in our Retention Policy.

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 college to change incorrect or incomplete data;
- Require the college 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 the Director of IT & Resources/Data Protection Officer DPO@stamford.ac.uk. You can make a subject access by requesting in writing to the Data Protection Officer.

If you believe that New College Stamford has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

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

Automated decision-making

Recruitment processes are not based on automated decision-making.