



## Staff Applicant Privacy Notice

### Who does this notice apply to:

All members of the public who are applying for any recruitment vacancies as advertised by Heart of Worcestershire College.

Revision Date: 2024

### Who is the Data controller?

Heart of Worcestershire College

Address: Peakman Campus, Peakman Street, Redditch, Worcestershire B988DW

Web: [www.howcollege.ac.uk](http://www.howcollege.ac.uk)

Email: [dataprotection@howcollege.ac.uk](mailto:dataprotection@howcollege.ac.uk)

### Why do we collect personal information?

As part of any recruitment process, the College collects and processes personal data relating to job applicants under UK GDPR Article 6c (Legal Obligation), and 6e (Public Task). 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?

The College 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 College 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
- Reference contact details
- Professional bodies
- UK Driving licence

### How is this collected?

The College will collect 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, or collected through interviews or other forms of assessment

The College may 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. The College 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.

**Where do we store data?**

Data will be stored in a range of different places, including on your application record (electronic), in HR/Payroll management systems (paper based and electronic) 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 may also need 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. 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. The College may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Report through to the Corporation statistical information regarding staff (all anonymised).

Where the College 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 in terms of safeguarding and exercise specific rights in relation to employment.

The College will not use your data for any purpose other than

- Recruitment exercise for which you have applied.
- Annual reports to the corporation, where all data for all applicants is anonymised
- Annual reports to the AoC and recognised trade unions, where all data for all applicants is anonymised

If your application is unsuccessful, the College may keep your personal data on file in case there are future employment opportunities for which you may be suited. The College will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

**Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR, recruiting managers, managers in the business area with a vacancy.

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 College 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.

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.

### **For how long does the College keep data?**

If your application for employment is unsuccessful, the College will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of the period or once you withdraw your consent, your data is deleted/destroyed. 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 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; and
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Data Protection Officer at [dataprotection@howcollege.ac.uk](mailto:dataprotection@howcollege.ac.uk) or contact the Reception.

### **Who can I complain to?**

If you believe that the College has not complied with your data protection rights, you can complain to the Information Commissioner. Link provided below:

<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.