



## PRIVACY NOTICE FOR JOB APPLICANTS

Data controller: Shipleigh College Salt Building, Victoria Road, Saltaire, BD18 3LQ Data

protection officer: Ian Durham (DPO@shipleigh.ac.uk)

As part of any recruitment process, Shipleigh College collects and processes personal data relating to job applicants. Shipleigh 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:

- Interview details including notes of interviewers, dates and times
- Candidate's work history
- Qualifications and experience relevant to the role
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief
- Whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process
- Date of birth
- Contact details, including addresses, phone numbers and other contact details including historical address records for staff vetting and ID verification
- Criminal records (only where relevant to role and where legally permitted)
- References provided by previous employers and personal or educational referees
- National insurance number
- Rights to work information for example copies of passports, ID cards, residence permits
- Documents to confirm identity and address for example the above and utility bills, bank statements

The College collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained 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, 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.

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 job applicants, employees or workers and has concluded that they are not.

The College 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 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 as permitted by the Data Protection Act 2018 and GDPR.

For some roles, 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/comply with a regulatory requirement to establish whether or not an individual has committed an unlawful act or been involved in dishonesty or other improper conduct. 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.

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 6 months after the end of the relevant recruitment process. At the end of that period (or once you withdraw your consent), your data is deleted or 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;
- Object to the processing of your data where the College is relying on its legitimate

interests as the legal ground for processing; and

- Ask the College to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the College's legitimate grounds for processing data.

[If you would like to exercise any of these rights, please contact **Ian Durham (DPO@shipleys.ac.uk)**. If you believe that the College 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 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. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

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.