

## Job Applicant Privacy Notice

This privacy notice is for individuals applying for employment at Askham Bryan College through our website and our recruitment partner E-Teach. It sets out the ways in which Askham Bryan College gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, Askham Bryan College is the Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office. Our registration number is: Z6170811.

### Where do we get your data from?

The College collects information about you in a variety of ways. These include:

- information collected through application forms, CVs and other documents provided as part of an application;
- information collected through any correspondence with you during the application process;
- from forms completed by you during the application or selection process through interviews, meetings or other assessments;
- from information provided to us by third parties, such as referees.

### What data do we have?

Personal data including:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation;
- details of your bank account, if you supply this information for DBS purposes;
- information about your entitlement to work in the UK.

Special category data

- information about your criminal record, through an Enhanced Disclosure Check
- information about medical or health conditions, if you have a disability for which we need to make reasonable adjustments to the application and selection process;
- equal opportunities monitoring information, including information about your age, gender, ethnic origin, nationality and disability status.

## What is our legal basis for processing your data?

The College needs to process personal data during the recruitment process and keep records of that process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and make a recruitment decision. We may also need to process data from job applicants to respond to and defend against legal claims.

Typically, data will be processed:

- on the grounds of contractual requirement or to take steps to enter into a contract with you eg to offer you employment at the College;
- because it is necessary for the performance of a task carried out in the public interest (for information on our public task see our function as set out in our charter);
- because it is necessary for our or a third party's legitimate interests;
- to allow us to comply with our legal obligations;
- to protect your or another person's vital interests;
- to monitor equality and diversity;
- because you have given us your consent or, in the case of special category data, your explicit consent.

## How do we use your data?

The College may process your personal data (including special category data) for the following purposes:

1. to operate recruitment and selection processes;
2. to form the basis of a personnel file, should you be offered employment at the College;
3. to enable effective communication with you as a job applicant;
4. to check, where necessary, that applicants are eligible to work with children and other vulnerable adults;
5. to ensure effective general HR and business administration, including the analysis of applicant numbers and trends to improve our administrative processes;
6. to maintain and promote equality in the workplace;
7. to respond to and defend against legal claims;
8. to maintain the safety and security of the campus for all users.

## Who do we share your data with?

The College may share your data with:

- employees and agents of the College, for the purpose of assessing your application;
- previous employers, individual referees and external peers, to obtain references;
- third parties that process data on behalf of the College to support it in fulfilling its obligations and responsibilities to and relationship with you (eg software and system providers);
- the Disclosure and Barring Service, for the purpose of making criminal record checks.

## How do we keep your data secure?

The College takes information security extremely seriously and has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability.

## Where will we keep your data?

All data will remain at all times within the UK and European Economic Area (“EEA”).

## How long will we keep your data?

The College retains data for six months for unsuccessful applicants. At the end of that period, any personal data is deleted. For some vacancies, we may need to retain data for a longer period to meet contractual and legal requirements.

Paperwork created during the recruitment process, such as shortlisting and interview notes, are destroyed six months after the interview.

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 College holds personal data in accordance with the College data retention policy which is available at <https://www.askham-bryan.ac.uk/the-college/college-policies>

## What rights do you have in relation to your data?

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. Applicants can withdraw consent at any time (though this may have consequences for your application).

If you would like to exercise any of these rights, please contact either:

[judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk)

[dataprotection@askham-bryan.ac.uk](mailto:dataprotection@askham-bryan.ac.uk)

### **Questions or concerns**

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the College Data Protection Officer at [judith.clapham@askham-bryan.ac.uk](mailto:judith.clapham@askham-bryan.ac.uk)

[dataprotection@askham-bryan.ac.uk](mailto:dataprotection@askham-bryan.ac.uk)

### **Right to complain**

If you are unhappy with the way in which the College has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see [www.ico.org.uk/concerns](http://www.ico.org.uk/concerns).