

Privacy Notice: Applicants and Prospective Employees

Huddersfield New College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

The Data Protection Act 1998 and General Data Protection Regulation 2018

Why do we collect information about you?

As part of any recruitment and selection process, Huddersfield New College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects, uses, stores and deletes 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 numbers
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration
- Equality monitoring information including: age; whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment and selection process; gender identity (gender reassignment); marital status; race/ethnicity; religion/belief; sex, and sexual orientation
- Information about your entitlement to work in the UK
- Information about criminal records, in accordance with the Rehabilitation of Offenders Act 1974

The College may collect this information in a variety of ways. For example, data might be entered into the College's online recruitment portal or contained in application forms, CVs, obtained from your passport or other identity documents, or collected through our selection processes.

The College may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The College usually applies for references for all academic candidates invited to attend a selection process; and we will only approach those individuals in accordance with your consent, as indicated on your application form. References for non-academic candidates are generally sought upon an offer of employment being made.

Data will be stored in a range of different places, including the College's recruitment portal, in HR management systems and on other IT systems (including email).

Why does the College process personal data?

The College needs to obtain and process data prior to potentially entering into a contract of employment with you. The College then needs to process your data to enter into a contract of employment, or other working relationship, with you. In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check applicants' eligibility to work in the UK to ensure that any applicant who is successful in a selection process can legally be offered employment with the College.

The College has a legitimate interest in processing personal data during recruitment and selection processes, and for keeping records of these processes. Processing data from job applicants allows the

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College to manage the recruitment and selection cycle, assess and confirm candidates' 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 any legal claims.

The College will process special categories of data, such as equality monitoring information, to monitor recruitment activity and to ensure that we are receiving applications for employment from a wide variety of candidates, and to remove, as far as reasonably practicable, any barriers within our recruitment and selection processes. As a Disability Confident Employer, the College will collect information about whether or not applicants are disabled, in order to make reasonable adjustments for candidates who have a disability.

The College processes such information to carry out its obligations and exercise specific rights in relation to employment and the Equality Act 2010. For all roles, the College is obliged to seek information about criminal convictions and offences. The College is required to obtain information regarding criminal records because of the nature of our organisation and in relation to the safeguarding of young people in our care, and other members of the College community.

How long does the College keep data?

If your application is unsuccessful, the College's standard approach is to retain your hard copy personal data on file for a period of twelve months. Applications for employment made via the College's online recruitment portal, will be retained for up to two years, as this will enable you to apply for any future positions without having to resubmit your personal data. You are free to delete your personal account at any time.

After two years your personal data will be deleted from electronic record management systems. With regard to unsuccessful applicants, information retained in hard copy form will be destroyed after twelve months.

If your application for employment is successful, personal data gathered during the recruitment and selection process will be transferred to your employee file and retained for the duration of your employment or period in which you are engaged to work with the College (and for seven years post-employment in the event that you leave). The periods for which your data will be held will be provided to you in a new privacy notice.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment and selection exercise. At short-listing stage, those involved in the short-listing process will only have access to your application form and not your personal data including your name, sex and other personal (and protected) characteristics. If you are short-listed and invited to attend a selection event, those involved in the selection process will be provided with your name and a copy of your application form (excluding your personal data). As a general summary, only members of the Human Resources and IT Network departments will have access to all of your personal data; other members of the College who may have access to some of your personal data, because of their involvement in the selection process, include members of the Senior Leadership Team, Heads of Faculty and other College Managers, staff from the department in which the vacancy exists, and Reception staff.

The College will not share your data with third parties, other than former employers or other named individuals for the purpose of obtaining references to inform selection decisions. In the event that your

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application for employment is successful and the College makes you an offer of employment, the College will then share your data with relevant third parties including HMRC, pension scheme administrators and the Disclosure and Barring Service to obtain necessary criminal records checks.

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 only accessed by relevant employees in the proper performance of their duties.

As an applicant your personal data is retained in the College's recruitment portal and HR management system, to which only members of the Human Resources and IT Network teams have access.

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.

If you believe that the organisation 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 our recruitment and selection processes. However, if you do not provide the information that is requested, the College may not be able to process your application properly or at all, which is likely to limit your chances of success in applying to work with the College.

Automated decision-making

Recruitment and selection processes are not based on automated decision-making.

If you have a concern about the way in which we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Further information

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

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Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.