



PRIVACY NOTICE – JOB APPLICANTS

As part of any recruitment process, North Shropshire College (NSC) collects and processes personal data relating to job applicants. NSC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

North Shropshire College (NSC) is the Data Controller.

What is personal information or data

Personal data relates to a living individual who can be identified from that data. Identification can be by the information alone or in conjunction with any other information in the data controller's possession or likely to come into such possession. The processing of personal data is governed by the Data Protection Act 1998 and the General Data Protection Regulations coming into force from 25 May 2018.

How do we process your personal data?

North Shropshire College complies with its obligations under the Data Protection Act and the General Data Protection Regulations (GDPR) by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

How we use your personal data

- To assess your suitability for the role(s) for which you have applied
- To establish that you have the right to work
- To undertake relevant security and criminal record checks as permitted by law
- To deal with any medical and health and safety issues relating to certain positions
- To put in place contractual arrangements and documentation once a role has been secured
- To pay you if you are appointed

How we hold the information

All the personal data we have is stored on our database, on your personal HR file and with our third party recruitment portal, FEJobs.com

Disclosure of your information

Trusted third parties that we may share your data with are as follows: HM Revenue and Customs, pension scheme providers, legal advisors and other companies for the purpose of undertaking pre engagement checks for the role or for paying you (such as the payroll bureau).

Basis for processing the information

- NSC 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, NSC 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.
- NSC 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. NSC may also need to process data from job applicants to respond to and defend against legal claims.
- Processing is necessary for the legitimate interests of the data controller or a third party, except where such interests are overridden by the interests, rights or freedoms of the data subject.
- NSC processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is necessary to ensure the health and safety of applicants, and to prevent discrimination on grounds of disability in relation to the exercise of specific rights in relation to employment.
- Where NSC processes other special categories of data, such as information about key characteristics such as ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes. – this is neither a legal or contractual requirement.
- NSC is obliged to seek information about criminal convictions and offences. Where NSC seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific statutory rights in relation to employment e.g. 'Keeping Children Safe in Education 2016'.
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the data controller.
- If you are appointed to work at NSC, we will process your personal data, including financial information, for the purpose of you entering into a contract to fulfil your role and to enable us to pay you, depending on the specific contractual arrangements and circumstances.

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, NSC may not be able to process your application properly or at all.

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.

Your rights and your personal data

Unless subject to an exemption you have the following rights with respect to your personal data: -

- The right to request a copy of your personal data which NSC holds about you
- The right to request that NSC corrects any personal data if it is found to be inaccurate or out of date
- The right to request your personal data is erased where it is no longer necessary NSC to retain such data
- The right to request that the data controller provide the data subject with his/her personal data
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to lodge a complaint with the Information Commissioner's Office.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Data Protection Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Retention of your data

Your data will be retained for no longer than is necessary and in accordance with our Document Retention and Archive Policy. If you apply for a position at NSC and are unsuccessful we will only retain your information for 6 months.

If you are successful and come to work for us we will keep your information in a Personal File to enable us to administrate your contract of employment. Most of this information will be disposed of 6 years after you have left but we will retain limited evidence of your employment in case you have a further enquiry about pensions or need a reference from us.

While you are employed by the College we will keep you informed of the reasons for any extra information we collect from you and the purposes this will be used for as well as the length of time for which it will be held.

Concerns

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with the Data Protection Officer (details below) in the first

instance, If you remain concerned, you can contact the Information Commissioner's Office at <https://ico.org.uk>

Contact

Any questions, comments and requests regarding our data processing practices should be directed to NSC's Data Protection Officer

Suzanne Whitling, interim Finance Director, s.whitling@nsc.ac.uk