

## **Reaseheath College Privacy Notice for Job Applicants**

### **How we use personal data**

#### **Introduction**

Reaseheath College is committed to data security and the fair and transparent processing of personal data. This privacy notice sets out how we will treat the personal data which you provide to us in compliance with applicable data protection law, in particular the General Data Protection Regulation (EU) 2016/679 (GDPR).

Please read this Privacy Notice carefully as it contains important information on who we are, how and why we collect, store, use and share personal information, your rights in relation to your personal information, how to contact us and supervisory authorities in the event that you would like to report a concern about the way in which we process your data.

This document provides information about the use of personal information while you are a proceeding through the Colleges recruitment Process.

#### **Who are we?**

Reaseheath College is one of the leading specialist land-based colleges in the UK. The Corporation was established under the Further and Higher Education Act 1992 and is an exempt charity for the purposes of the Charities Act 2011. We are registered with Ofsted, with our registered address being: Reaseheath College, Reaseheath, Nantwich, CW5 6DF.

In relation to our processing of data and for the purposes of the GDPR, Reaseheath College is the 'Data controller' of the personal information you provide us in relation to the recruitment process at Reaseheath College.

Reaseheath College is the Data Controller for all information collected and is registered with the ICO, Registration Number: Z7450714.

#### **What is 'personal information'**

'Personal information' means any information which relates to or identifies you as an individual.

#### **Who will process my personal information?**

The information published here applies to the use, sharing and disclosure of your personal information by the Reaseheath College and the University Centre Reaseheath.

#### **What personal information will be processed?**

The College will keep a record of the details you provided on your application form, any supporting documents requested and additional details provided by any referees and recorded following any interview process.

Your personal information is created, stored and transmitted securely in a variety of paper and electronic formats, including some databases. Access to your personal information is limited to staff who have a legitimate interest in it for the purpose of carrying out their contractual duties, and our use of your personal information will not be excessive.

In addition to this, the College may process some information about you that is classed as 'sensitive' or 'special category' personal data, and which requires additional protections. This includes information concerning your ethnicity, sexual orientation, religious beliefs or health/disability for planning and monitoring purposes, or in order to provide care, help or suitable adjustments.

For certain roles, other sensitive information may be processed, such as information about past criminal convictions, working with children or vulnerable adults, and your fitness to practise in certain regulated professions.

Access to, and the sharing of, your 'sensitive' personal data are controlled very carefully. You will normally be given further details about our use of any such data when we collect it from you.

### **What is the purpose and legal basis of the processing?**

The College will process your personal information for a range of contractual, statutory or public interest purposes, including the following:

- To assess your suitability for a particular role or task (including any relevant right to work checks).
- For checking your Qualifications
- To support you in implementing any health-related adjustments to allow you to carry out a particular role or task.
- Where relevant, to monitor, evaluate and support your professional development.
- To administer remuneration, payroll, pension and other standard employment functions.
- To operate security (including CCTV and ID badges), governance, audit and quality assurance arrangements.
- To communicate effectively with you by post, email and phone, including the distribution of relevant newsletters and circulars.
- To compile statistics and conduct surveys and research for internal and statutory reporting purposes.
- To fulfil and monitor our responsibilities under equalities, immigration and public safety legislation.
- For carrying out our role as your potential employer

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application for employment with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Applications decisions are not automated.

We require you to provide us with any information we reasonably ask for to enable us to administer your contract.

Where the organisation 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 employees or workers and has concluded that they are not.

If we require your consent for any specific use of your personal information, we will collect it at the appropriate time and you can withdraw this at any time.

We will not use your personal information to carry out any wholly automated decision-making that affects you.

We treat your personal information with confidentiality and we do not use it for any other purposes.

### **Who will my personal information be shared with?**

Your personal information provided as part of your application process will be shared internally, including with members of the HR and recruitment team (including payroll), your prospective line manager and any appropriate staff.

Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- Your referees.
- Where relevant and as required, the Disclosure and Barring Service or UK Visas and Immigration in order to administer relevant recruitment checks and procedures

Other than as set out above, we will not normally publish or disclose any personal information about you to other external enquirers or organisations unless you have requested it or consented to it.

We do not store or transfer your personal data outside of Europe.

### **What are my rights and how can I access my personal information?**

You have the right to access the personal information that is held about you by the College. Further details are published at <https://www.reaseheath.ac.uk/data-protection/subject-access-request>.

You also have the right:

- to ask us to correct any errors in your personal information;
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

### **How long is my information kept?**

We will always retain your personal information in accordance with law and regulation and never retain your information for longer than is necessary.

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your staff record for the duration of your employment. If you are unsuccessful, your information will be normally kept for 6 Months after the completion of the application process.

**Who can I contact?**

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please consult the College's data protection webpages at <https://www.reaseheath.ac.uk/data-protection>.

If you need further assistance, please contact the College's data protection team ([data.protection@reaseheath.ac.uk](mailto:data.protection@reaseheath.ac.uk)) or its Data Protection Officer ([dpo@reaseheath.ac.uk](mailto:dpo@reaseheath.ac.uk)). The DPO is the Chief Financial Officer and Director of Resources: Graeme Lavery.

**How do I complain?**

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).