

Reaseheath College Privacy Notice for Job Applicants

How we use your personal information during the recruitment process

Introduction

Reaseheath College is committed to data security and the fair, transparent, and lawful processing of personal data. This privacy notice explains how we handle your personal information in accordance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, and other applicable data protection laws.

This notice applies to individuals applying for jobs at Reaseheath College or University Centre Reaseheath. It outlines what data we collect during the recruitment process, how we use and store it, who we may share it with, and what rights you have under data protection law.

We encourage you to read this notice carefully. It also explains how to contact us if you have questions or concerns about how we process your personal information, and how to raise any issues with the UK's data protection regulator — the Information Commissioner's Office (ICO).

During the recruitment process, we will collect and process personal information in order to assess your application and manage our recruitment procedures. We will always explain why we are collecting your data and how it will be used. Unless required or permitted by law, we will ask for your consent before using your information for any unrelated purpose.

About Reaseheath College

Reaseheath College is one of the UK's leading specialist land-based colleges. It is a corporation established under the Further and Higher Education Act 1992 and is recognised as an exempt charity under the Charities Act 2011. The College is inspected by Ofsted, and its registered address is:

Reaseheath College
Reaseheath
Nantwich
Cheshire
CW5 6DF

In the context of data protection, Reaseheath College is the data controller for the personal information it processes as part of its recruitment and selection procedures. This means we are responsible for deciding how and why your personal data is used during the application process.

The College is registered with the Information Commissioner's Office (ICO) under registration number: Z7450714.

Understanding Personal Information

'Personal information' (also known as 'personal data') refers to any information that relates to an identified or identifiable individual. This includes details such as your name, contact information, application documents, and information gathered during the recruitment process.

Some types of personal data are legally defined as **special category data** because they are more sensitive and require a higher level of protection. These include information relating to:

- Racial or ethnic origin
- Religious or philosophical beliefs
- Sexual orientation
- Health or disability
- Trade union membership
- Genetic or biometric data (where used for identification)
- Political opinions
- Sex life

Reaseheath College only collects and processes special category data where it is lawful and necessary — for example, to support equality monitoring, make reasonable adjustments, or meet legal obligations for specific roles.

Information We Collect and Process

This section applies to the collection, use, and sharing of your personal information by Reaseheath College and University Centre Reaseheath.

As part of the recruitment process, we collect and process a range of personal data about you. This includes:

- The information you provide in your application form or CV
- Any supporting documents or certificates submitted
- References and referee contact details
- Notes and outcomes from interviews or assessments

Your personal information may be stored in both electronic and paper formats, including within secure systems and databases. Access to this information is restricted to authorised College staff who require it for legitimate recruitment purposes. We do not process more data than necessary, and all use of your information is handled with care and in accordance with data protection law.

In some cases, we may also process information known as special category data, such as:

- Ethnicity, religion or belief, or sexual orientation (e.g. for equality monitoring)
- Health, disability, or medical information (e.g. to make reasonable adjustments)
- Criminal records or disclosures (e.g. for roles involving regulated activity or safeguarding)
- Information required to assess your fitness to practise in certain professional settings

The use of this more sensitive data is strictly controlled and subject to additional protections. You will normally be informed at the point of collection how and why it will be used.

Why We Use Your Information and the Legal Basis

Reaseheath College and University Centre Reaseheath process your personal data as part of our recruitment and selection procedures. The lawful basis for processing your personal information will usually fall under one or more of the following:

- **Contractual necessity** – to take steps before entering into a contract with you, such as assessing your job application (Article 6(1)(b))

- **Legal obligation** – to comply with legal requirements, including immigration checks, equality monitoring, or safeguarding (Article 6(1)(c))
- **Public task** – to carry out our official functions as a public education provider (Article 6(1)(e))
- **Legitimate interests** – where the processing is necessary for our recruitment operations and is not overridden by your rights and freedoms (Article 6(1)(f))
- **Consent** – for specific optional uses of your data, where consent is requested and freely given (Article 6(1)(a))

Where we process **special category data**, such as health, ethnicity, or criminal records, we do so under additional lawful conditions in UK data protection law, including:

- **Employment and social protection law**
- **Substantial public interest**
- **Establishing, exercising or defending legal claims**
- **Explicit consent** (where applicable)

We do **not** carry out any automated decision-making that has legal or significant effects on you.

We use your personal information for purposes including:

- Assessing your suitability for a role (e.g. CV screening, interviews, and right to work checks)
- Verifying qualifications, professional memberships, and references
- Supporting reasonable adjustments based on health or access needs
- Monitoring and supporting your professional development (where relevant)
- Preparing for employment-related processes such as payroll and pensions (if appointed)
- Managing security, access control, ID badges, and safeguarding (e.g. CCTV or DBS checks)
- Communicating with you throughout the application process
- Producing anonymised reports and statistics to support equal opportunities and HR planning
- Meeting statutory or regulatory duties related to employment, immigration, and safety

Your information will be used solely for recruitment purposes unless otherwise stated, and only accessed by those with a legitimate need to do so.

Who We Share Your Information With

Your personal information provided as part of your application will be shared internally with relevant staff involved in the recruitment process. This includes:

- Members of the HR and recruitment team (including payroll)
- Your prospective line manager
- Other staff involved in interview, assessment, or appointment decisions

We may also share your personal information externally, on a considered and confidential basis, where permitted or required by law. This may include:

- **Referees** – to verify the information you have provided
- **Disclosure and Barring Service (DBS)** – for positions involving regulated activity or safeguarding
- **UK Visas and Immigration** – where required to administer right to work or immigration-related checks
- **Our third-party data processor, MHR** – which provides our HR, recruitment, and payroll systems

- MHR has been assessed and meets the security and privacy standards required under the UK GDPR and Data Protection Act 2018.
- Their privacy notice is available at: <https://mhrglobal.com/uk/en/privacy-policy>

We do not routinely disclose your personal data to other third parties unless you have given explicit consent or where required by law.

We do **not** store or transfer your personal data outside of the UK or European Economic Area (EEA).

How Long We Keep Your Information

We retain your personal information only for as long as necessary to fulfil the purposes for which it was collected and in accordance with relevant data protection laws and regulatory requirements.

- If your application is **successful**, your information will form part of your staff employment record and will be retained for the duration of your employment, in line with staff data retention policies.
- If your application is **unsuccessful**, we will normally retain your application data for **6 months** after the conclusion of the recruitment process. This allows us to respond to any queries, reviews, or legal obligations related to the recruitment.

After this period, your data will be securely deleted or anonymised, unless a longer retention period is required by law or regulatory obligation.

Your Rights Under UK Data Protection Law

As a data subject, you have rights under the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 regarding how we process your personal information. These rights apply to all individuals whose data we process, including job applicants.

We are committed to supporting your rights and helping you exercise them effectively. Each right is outlined below, along with how to make a request.

Right to be informed

You have the right to be informed about how your personal data is collected, used, and shared. This privacy notice forms part of that commitment. We will always aim to provide this information at the time of data collection.

Right of access

You may request a copy of the personal data we hold about you. This is known as a Subject Access Request (SAR).

To make a request, email dpo@reaseheath.ac.uk with the subject line: "Data Subject Access Request", and include your full name and any details that will help us locate your data.

We may request identification to verify your identity. We will respond within one calendar month of receiving your request (or confirming your identity, where required). There is no charge for your first request, but we may charge a reasonable fee for repeated or excessive requests.

Right to rectification

If you believe any of the information we hold about you is inaccurate or incomplete, you can request a correction.

Email dpo@reaseheath.ac.uk with the subject line: “Data Rectification Request” and explain what needs to be updated.

Right to erasure

You may request that we delete your personal data in certain circumstances — for example, if we no longer need it for the purposes we collected it, or if you withdraw consent (where consent was the lawful basis).

Send your request to dpo@reaseheath.ac.uk with the subject line: “Data Erasure Request”.

We may retain a minimal record (e.g. your name and contact history) to ensure we do not contact you again in the future or to comply with legal obligations.

Right to restrict processing

You can request that we limit the way we use your data in certain situations — such as while a correction is being reviewed, or if you contest the lawfulness of our processing.

To make this request, email dpo@reaseheath.ac.uk with the subject: “Data Restriction Request” and include details of what you wish to restrict.

Right to data portability

If you have provided data to us with your consent or as part of a contract, and we process it by automated means, you can ask us to provide that data in a structured, commonly used, machine-readable format. You may also ask us to transfer it directly to another organisation, where technically feasible.

To request this, email dpo@reaseheath.ac.uk with the subject: “Data Portability Request”.

Right to object

If we are processing your data based on a public task or legitimate interests, you can object to that use if you believe your rights and interests outweigh ours.

To do so, email dpo@reaseheath.ac.uk with the subject: “Data Objection Request” and explain your reasons.

Rights related to automated decision-making and profiling

We do not carry out any automated decision-making or profiling that has legal or similarly significant effects on applicants.

Please note:

Each of these rights may be subject to conditions or exemptions under UK data protection law. Where applicable, we will explain the reason if we cannot meet part or all of your request.

Use of CCTV on Campus

Reaseheath College operates a CCTV system across its campuses to support a safe and secure environment for all students, staff, visitors, and job applicants. The College is the data controller for the images captured and retains full responsibility for how this information is collected, stored, and used.

If you attend an interview, assessment, or recruitment-related meeting on site, you may be recorded by CCTV in line with our legitimate interest in maintaining site security and safeguarding.

CCTV is used for purposes such as:

- Crime prevention and detection
- Health and safety monitoring
- Security of College property and facilities
- Investigating incidents or allegations of misconduct

All cameras are positioned appropriately, and signage is displayed to inform individuals that CCTV is in operation. Access to footage is restricted and governed by the College's internal CCTV policy. Any monitoring or retrieval of footage is carried out only by authorised personnel.

Contacting Us About Data Protection

If you have questions about how your personal information is used, please visit the College's data protection webpages:

www.reaseheath.ac.uk/data-protection

If you need further assistance, or would like to exercise your data protection rights, you can contact:

Data Protection Team

data.protection@reaseheath.ac.uk

Data Protection Officer (DPO)

Graeme Lavery, Vice Principal Finance & Resources

dpo@reaseheath.ac.uk

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Raising a Data Protection Concern

If you are unhappy with how we have handled your personal information, or with the outcome of a request you have made under your data protection rights, you have the right to raise a complaint.

In the first instance, we encourage you to contact our **Data Protection Officer** at dpo@reaseheath.ac.uk so we can try to resolve the issue.

If you remain dissatisfied, you have the right to lodge a complaint with the **Information Commissioner's Office (ICO)**:

Information Commissioner's Office

Wycliffe House

Water Lane

Wilmslow

Cheshire

SK9 5AF

Website: www.ico.org.uk

Updates to This Privacy Notice

This privacy notice was last reviewed in **May 2025**. Any updates will be published on the College's website. Where changes are significant, we will also notify you directly by email or other appropriate means.