

## Privacy Notice – Job Applicants

Updated for the Covid-19 pandemic 04/05/2020

Under GDPR individuals have a right to be informed about how the college uses any personal data that we hold about them. We comply with this right by providing ‘privacy notices’ (sometimes called ‘fair processing notices’) to individuals where we are processing their personal data.

This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at The City of Leicester College.

We, The City of Leicester College, are the ‘data controller’ for the purposes of data protection law. This means that we are responsible for deciding how we hold and use personal information about you.

Our Data Protection Officer is **Lesley Bell** (see ‘Contact us’ below for contact details).

Successful candidates should refer to our ‘Privacy Notice – Staff’ for information about how their personal data is collected, stored and used.

### What personal data do we use

We collect data relating to those applying to work at The City of Leicester College. The types of data we may collect, use, store and share (where appropriate) about you includes, but is not restricted to:

- Contact details
- Right to work documentation
- Identification documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into “special categories” of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

When in college, we may also collect, use and store:

- Information relating to the visit, e.g. your name, arrival and departure time, car number plate
- Photographs for identification purposes
- CCTV images captured in college
- Information about any access arrangements that may be required

## Additional information for Covid-19 pandemic:

- You may be asked to email us digital copies of your documentation, including identification documents, right to work documentation and qualifications. Please ensure you password protect any requested documentation and send the password separately or give verbally by phone. The original documentation will be required to be presented in person in college as soon as it is possible to do so.
- Interviews may be conducted remotely, by telephone or online using Microsoft Teams. Where practical, interviews may be recorded to facilitate the recruitment process.

## Why we collect and use this information

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards pupils
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

## What allows us to use this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)
- We have legitimate interests in processing the data

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify our use of your data.

## Collecting this information

Some of the information we collect from you is mandatory, and in some cases it is optional.

Whenever we seek to collect personal information from you, we make it clear whether providing it is mandatory or optional. If it is mandatory, we will explain the possible consequences of not complying.

We will only collect the data that we need in order to fulfil our purposes, which are set out above.

## Storing your data

Personal data is stored in accordance with our data protection policy.

We maintain records that store personal information relating to job applicants. The information contained in this file is kept secure and is only used for purposes directly related to your possible recruitment to The City of Leicester College.

When it is no longer required, we will delete your personal information as guided by 'The Information and Records Management Society's toolkit for schools', the Department for Education and in accordance with our statutory obligations. For unsuccessful applicants all application documentation will be deleted after 6 months – this would not include visitor information, CCTV which is subject to different data retention periods.

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed.

## Data sharing

We do not share information about you without consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share your personal information with:

- *Our local authority – to meet our legal obligations to share certain information with it, such as shortlists of candidates for a headteacher position*
- *Suppliers and service providers – to enable them to provide the service we have contracted them for, such as HR and recruitment support*

- *Professional advisers and consultants*
- *Employment and recruitment agencies*

## Transferring data internationally

Where we share personal data to a country or territory that is based outside the European Economic Area, we will protect your data in accordance with data protection law.

## Requesting access to your personal data

### How to access personal information we hold about you

Under data protection legislation, individuals have the right to request access to information about them that we hold. To make a request for your personal information contact our **Data Protection Officer**, see 'Contact Us' details below.

### Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

We will process your data in accordance with these rights. If you have any concerns please contact our **Data Protection Officer**, see 'Contact Us' details below.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. If you are then unhappy with our response, you can contact the Information Commissioner's Office:

Website: <https://ico.org.uk/concerns/>

Phone: 0303123 1113

## Contact us

If you would like to discuss anything in this privacy notice, please contact our

### Data Protection Officer:

Lesley Bell



Phone: 0116 241 3984

Email: [dpo@cityleicester.leicester.sch.uk](mailto:dpo@cityleicester.leicester.sch.uk)