Privacy Notice for Job Applicants

1. Introduction

As part of the recruitment process Varndean Sixth Form College collects and processes personal data related to job applicants. The College is committed to being transparent about how it collects and uses that data, and to meeting its data protection obligations in accordance with the General Data Protection Regulation (GDPR).

Varndean Sixth Form College is a 'data controller' of your personal data. The Data Protection Officer, Aldona Wheeler (dpo@varndean.ac.uk) is responsible for ensuring that this notice is made available to job applicants prior to the College collecting/processing their personal data. College staff who interact with job applicants are responsible for ensuring that this notice is drawn to their attention.

2. What information does the College collect about you?

The College collects a wide range of information about you. This includes:

- Your name, address and contact details, including email address and phone number
- Details of your qualifications, skills, experience and employment history
- Information about your current salary level
- Referee contact details
- Whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Information about criminal convictions
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief
- CCTV images of applicants who attend the College campus for an interview

3. Where your information comes from

The College collects this information in a variety of ways. For example, data might be contained in application forms and CVs; obtained from your passport or other identity documents that you are asked to provide if you are invited to interview; or collected through interviews or other forms of assessment, such as a micro teach or other interview task.

The College will also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal record checks. The College will seek information from your referees with your permission only.

Data will be stored in a range of different places, including on your application record, in the College's recruitment system and on other IT systems (including email).

4. The purpose of holding this personal information

The College needs to process your data to handle your application and, if you are successful, to enter into an employment contract with you. In some cases, the 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.

The College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants enables the College to manage the recruitment process, assess and confirm candidates' suitability for employment, and decide who to offer a position to. The College may also need to process data from job applicants to respond to and defend against legal claims.

The College processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the College processes other special categories of data, such as information about ethnic origin, sexual orientation, health, or religion or belief, this is for equal opportunities monitoring purposes.

The College seeks information about criminal convictions and offences in order to ensure that individuals are permitted to undertake the role in question before employment starts.

The College will not use your data for any purpose other than the specific recruitment process you have applied for.

5. The lawful basis on which we use this information

Under the GDPR it is necessary for the College to demonstrate the lawfulness of processing your personal information. There are a number of different bases on which the College may store and process your personal information. These are contractual reasons, legal obligations, public task, legitimate interest, vital interest and consent. Further information about the specific basis on which we store and process any of your personal information can be obtained from the College's Data Protection Officer (dpo@varndean.ac.uk).

6. Who has access to data?

Your information will be shared internally for the purposes of the recruitment process. This includes members of the HR and recruitment team, interviewers, other staff involved in the recruitment and selection process and managers in the area with a vacancy. For some senior roles data may be shared with Governors involved in the recruitment process.

The College will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The College will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal record checks.

The College will not transfer your data outside the European Economic Area.

7. How does the College protect data?

The College takes the security of your data seriously and has internal policies and controls in place to ensure it is not lost, accidentally destroyed, misused, or disclosed, and is only accessed by employees in the proper performance of their duties.

8. How long we retain your data

If your application for employment is unsuccessful, the College will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed. If you agree to allow the College to keep your personal data on file the College will hold your data for a further year for consideration for future employment opportunities.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in the Staff Privacy Notice.

9. What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, the College 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.

10. Your rights

As a data subject, under data protection legislation you have a number of rights. You can:

- **Request access** to your personal information, commonly known as a 'subject access request' (SAR). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it. A request can be made in writing or verbally to the Data Protection Officer (dpo@varndean.ac.uk). In most cases there is no fee for a SAR and the College will respond to you in one month.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

If you wish to exercise any of the rights set out above or wish to ask questions about the way in which we store and process your personal information please contact dpo@varndean.ac.uk

11. Questions or complaints

If you have any questions or concerns about this privacy notice or how we handle your personal information, or if you wish to exercise any of the rights it refers to, contact the Data Protection Officer, who has been appointed to oversee compliance with this privacy notice.

If you are unhappy with how the College has handled your personal data you have the right

to submit a complaint to the College's Data Protection Officer. This includes concerns about how your data was collected, used or stored, or how a subject access request was handled.

You can do this by email to dpo@varndean.ac.uk, post, telephone or in person.

If you are complaining on behalf of someone else you may be asked to provide evidence that you are authorised to act for them.

The College will acknowledge your complaint within 30 days, investigate it as quickly as possible, keep you updated where appropriate, and communicate the outcome, including any actions to be taken, as soon as possible.

If you are not happy with the response or believe that their complaint has not been handled appropriately you have the right to complain to the Information Commissioner's Office (ICO). The ICO's contact details can be found on their website at www.ico.org.uk.