

 <p>Farnborough College of Technology</p>	<h2 style="text-align: center;">Privacy Notice for Staff Applicants</h2>
Owner	Data Protection Officer
Approval by Corporation	Not applicable
Date reviewed:	May 2018
Date for next review:	May 2019

Introduction

Farnborough College of Technology collects and processes personal data relating to its job applicants to manage the recruitment process. The College is committed to being transparent about how it collects and uses its data, and adheres to the General Data Protection Regulation (GDPR), with respect to all information held about applicants.

The College is registered with the Information Commissioner’s Office - Registration Number Z7286389.

The Data Protection Officer can be contacted via email dpo@farn-ct.ac.uk

Personal information that we hold about you

For administrative and business purposes, the College collects and processes a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number, date of birth and gender;
- Details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- Information about your previous remuneration and benefits;
- Your national insurance number;
- Information about your nationality and entitlement to work in the UK;
- Information about your criminal record as detailed within your Enhanced DBS;
- Details of notice period, availability to accept any offer of employment and periods where annual leave may be required;
- Information about medical or health conditions, including whether or not you have a disability for which the College needs to make reasonable adjustments;
- Equal opportunities monitoring information, including information about your key protected characteristics.

How we collect your data

The College collects this information in a variety of ways such as through application forms, or CVs, from your passport or other identity documents, and from other correspondence

with you.

The College may collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks.

Data is stored in a range of different places, including in your recruitment records and College's Human Resources management systems.

Why we hold and process your data

The College needs to process data to consider your application. For example, it needs to process your data to provide you with an employment contract, to pay you in accordance with your employment contract and to administer benefit and pension entitlements.

The College needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a candidate's entitlement to work in the UK. It is necessary to carry out criminal records checks (DBS) to ensure that you are permitted to undertake a role.

The College has a legitimate interest in processing personal data before the commencement of an employment relationship to make a recruitment decision and undertake internal appointment processes.

Where the College 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.

Some special categories of personal data, such as information about health or medical conditions, are processed to carry out employment law obligations, such as those in relation to employees with disabilities and for health and safety purposes.

Where the College processes other special categories of personal data, such as information about the protected characteristics, this is done for the purposes of equal opportunities monitoring.

Who we share your data with

The College takes the security of your data very seriously. There are internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Your information will be shared internally, including with members of Human Resource, recruiting managers and members of any selection panels.

The College shares your data with third parties in order to obtain pre-employment

references from other employers, obtain employment background checks from third-party providers and obtain necessary criminal records checks from the Disclosure and Barring Service.

Where the College engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of the data.

The College will not transfer your data to countries outside the European Economic Area without your specific agreement.

How long we retain your data for

The College will only hold your data for as long as is necessary to fulfil the purpose for which it was obtained and in line with current legislation and best practice. Where you are not successful or decide to not take up any appointment, your records will be retained for no longer than one year. Where you are subsequently employed by the College, your data will be retained in accordance with the College's Retention of HR and Payroll Records Policy and Procedure.

What your rights are

Under data protection legislation, you have the right to request access to the information that we hold about you. A request to access your personal information is known as a 'Subject Access Request' and must be made in writing to the Data Protection Officer. You also have the right to:

- Require the College to change incorrect or incomplete data;
- Require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- Object to the processing of your data the College is relying on its legitimate interests as the legal ground for processing;
- Ask the College to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the College's legitimate grounds for processing data.

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>.

Where you do not provide personal data

You have some obligations as a job applicant to provide the College with data. For example,

you are required to provide data to allow us to assess your suitability for the role for which you have applied and to undertake the appropriate pre-employment checks. Failure to provide such data may mean that we are unable to consider you for any appointment.

Automated decision making

Employment decisions are not based on automated decision-making.