

Capel Manor College

Potential staff member – recruitment applicant - Privacy Notice

Capel Manor College collects, holds and processes personal information relating to its potential staff in accordance with the General Data Protection Regulation, GDPR.

As part of any recruitment process, Capel Manor College collects and processes personal data relating 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.

What personal information do we collect?

The College collects a range of information about you. This includes your name, address and contact details, including email address and telephone number; details of your qualifications, skills, experience and employment history; information about your current level of remuneration, including benefit entitlements; 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; identification to be able to complete a DBS application and equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

Capel Manor College collects this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including selection tests.

Capel Manor 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 records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

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Why do we need to process personal data?

Capel Manor College needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, Capel Manor 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.

Capel Manor 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 allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Capel Manor College may also need to process data from job applicants to respond to and defend against legal claims.

Capel Manor 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.

Capel Manor College is obliged to seek information about criminal convictions and offences. Where the College seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment. We collect data about criminal convictions as part of our public task to support those with a conviction.

Where Capel Manor College processes other special categories of data, such as information about key characteristics such as ethnic origin, sexual orientation, health or religion or belief, this is for equalities, diversity and inclusion monitoring purposes.

Capel Manor College will not use your data for any purpose other than the recruitment exercise for which you have applied.

How is personal information collected?

Capel Manor College collects this information in a variety of ways. For example, data is collected through application forms, obtained from your passport or other identity documents such as your driving licence; from forms completed by you before the start

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of employment (such as Personnel Information forms); from correspondence with you; or through interviews, meetings or other assessments.

Who has access to personal data?

Your data can be accessed by staff to provide services to you. Where the College engages non statutory external organisations to process personal data on its behalf, we require that these organisations comply with the General Data Protection Regulation, including to keep data confidential and secure.

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Capel Manor 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 records checks.

How do we protect your personal data?

We have technical and organisational measures in place to help ensure that your data is kept secure, not accidentally destroyed, misused or disclosed, and only accessed by staff as part of their role.

How long is personal data kept?

If your application for employment is unsuccessful, Capel Manor College will hold your data on file for 1 year after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

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

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employment. The periods for which your data will be held will be provided to you in a new privacy notice.

What rights do you have?

Individual rights:

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- for data we collect based on your consent you have the right to request the College to delete or stop processing

If you would like to exercise any of these rights, please contact the Data Protection Officer at dataprotection@capel.ac.uk.

To whom can I complain?

If you believe that the College has not complied with your data protection rights, you can complain to the College's Data Protection Officer at dataprotection@capel.ac.uk.

What if I do not provide personal data?

If you do not supply the data needed to meet our legal obligations, the College will not be able to progress your application to work with the College. If you do not provide data that we need to support you as a prospective employee, the College will be limited in the support that it can give you as a prospective employee.