

# North East Surrey College of Technology Privacy Notice – Job Applicants

## Notice about how we use your personal information

We are the data controller of personal information about you. We are: North East Surrey College of Technology (Nescot). Our address is: Reigate Road, Ewell, Surrey, KT17 3DS.

Our Data Protection Officer is Susanne Wicks. If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer at [dataprotection@nescot.ac.uk](mailto:dataprotection@nescot.ac.uk), 0208 394 3004.

This privacy notice has been prepared in accordance with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR).

You have certain rights, including how to get a copy of your data, how to get it corrected or deleted, and how to complain. **These rights are set out in more detail below.**

## The information we collect about you and why we collect it

As part of any recruitment process, NESCOL College collects and processes personal data relating to job applicants. The College collects a range of information about you. This includes

- Personal details (such as your name, address and contact details, including email address and telephone number)
- Details of your education and employment history
- Information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation 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.
- references supplied by former employers, information from employment background check providers and information from criminal records checks.

We collect this information solely to facilitate the recruitment process. We process health information if we need 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 we process 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 equal opportunities monitoring purposes.

We are obliged to seek information about criminal convictions and offences. Where we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment.

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

## The legal basis on which we collect and use your personal information

We need to process data to take steps at your request prior to entering into a contract with you. We also need to process your data to enter into a contract with you.

In some cases, we need to process data to ensure that we comply with our legal obligations. For example, we are required to check a successful applicant's eligibility to work in the UK before employment starts.

We have a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

### **How long we keep your personal information**

If your application for employment is unsuccessful, we will hold your data on file for one 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 employment. The periods for which your data will be held will be provided to you in a new privacy notice.

### **How we share your personal information**

Your information may be received through a recruitment website for example FE Jobs, your data is protected by their privacy statement.

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.

We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We 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 we transfer your personal information outside Europe**

We do not store or transfer your personal data outside Europe.

### **Automated decisions we make about you**

We do not make automated decisions using this information.

### **Data Security**

- Personal information in the form of paper records are kept in a locked filing cabinet, drawer or other secured area.
- Personal information in the form of electronic records are kept on firewall protected servers and accessed through password protected systems.

### **Your rights over your personal information**

You have a number of rights over your personal information, which are:

- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>);
- the right to ask us what personal information about you we are holding and to have access to a copy of your personal information. Our data subject access request form is available [online](#).
- the right to ask us to correct any errors in your personal information. Our Change of Details form is available [online](#).
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information;

- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information;
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you; and
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.

### **Changes to our Privacy Policy**

We keep our privacy policy under regular review and will update it from time to time to make sure it remains up-to-date and accurate.