



# **JOB APPLICANT PRIVACY NOTICE**

## **DATA PROTECTION OFFICER**

The Data Protection Officer is responsible for overseeing data protection within the school so if you do have any questions, please contact them via the information below.

**Director of Finance & Resources - Mrs Angela Brassett**

**Email: [brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk)**

## **INTRODUCTION**

This notice is to help you understand how and why we collect personal information about you and what we do with that information. It also explains the decisions that you can make about your own information.

As part of any recruitment process, Lingfield College collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

## **WHAT IS PERSONAL INFORMATION?**

Personal information is information that identifies you as an individual and relates to you.

- 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 entitlement
- 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.

Lingfield College may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers.

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).

## **WHY HAVE WE GIVEN YOU THIS PRIVACY NOTICE?**

Lingfield College is a data controller for the purposes of the General Data Protection Regulations 2018 and this notice serves to inform staff (directly employed, agency, contract, and volunteers) of the legal and lawful basis for which we process personal and sensitive data.

We are required to notify you of how we process your personal data both during the employment relationship and post-termination. This notice explains how we collect, process, use, store, transfer and

secure your personal data. It is important that you read this notice, together with any other privacy notice we may provide during your employment, this notice does not form part of any contract of employment or other contracts to provide services and we may update this notice at any time.

We process, collect, and use personal information about staff under “Article 6” (public tasks) and “Article 9” (public interests) of the General Data Protection Regulation (GDPR).

- Article 6(1) (b) processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.
- Article 9(2) (b) processing is necessary for the purpose of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject.

Note: We have a legal duty under GDPR to ensure that any personal data we process, collect and use is handled and stored securely

## **HOW AND WHY DOES THE SCHOOL COLLECT AND USE PERSONAL INFORMATION?**

Lingfield College may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

We may also collect personal data about you from third parties, such as references supplied by former employers.

We need to process data to take steps at your request prior to entering into a contract with you. We may 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 are complying with our legal obligations. For example, it is mandatory to check a successful applicant’s eligibility to work in the UK before employment starts or obtain an enhanced disclosure from the Disclosure and Barring Service.

Lingfield College may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. We may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. We process such information to carry out our obligations and exercise specific rights in relation to employment.

If your application is unsuccessful Lingfield College may keep your personal data on file in case, there are future employment opportunities for which you may be suited.

## **WHAT HAPPENS IF YOU FAIL TO PROVIDE INFORMATION?**

You are under no statutory or contractual obligation to provide data to Lingfield College during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## **HOW WILL WE STORE YOUR DATA & FOR HOW LONG?**

We will take reasonable technical and organisational precautions to prevent the loss, misuse, or alteration of your personal information. We will store all the personal information you provide to us with strict procedures and security features to try to prevent unauthorised access.

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).

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the recruitment process. If you agree to allow us to keep your personal data on file, we will hold your data on file for a further six months for consideration for future employment opportunities. At the end of that period, or once you withdraw consent, your data is deleted or destroyed. You will be asked when you apply form whether you give us consent to hold your details for the full twelve months in order to be considered for other positions or not.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your file (electronic and paper-based) and retained during your employment and six years post-employment.

## **WHO WE MAY SHARE YOUR INFORMATION WITH?**

There are strict controls on who can see personal information. Your information may 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 department with a vacancy and IT staff if access to the data is necessary for the performance of their roles. We will only share your data with former employers to obtain references for you, and with employment check providers to obtain necessary background checks.

## **YOUR RIGHTS**

You have the right at any time to:

- Ask for a copy of the information about you held by us in our records
- Require us to correct any inaccuracies in your information
- Make a request to us to delete what personal data of yours we hold
- Object to our lawful basis for processing your data in relation to our legitimate business interest (or third-party interest)
- Object to the transfer of your personal data to a third party.

If you have any concern(s) about the way we collect or use personal data, please contact the Data Protection Officer.

## **POLICY AMENDMENTS**

We reserve the right to amend or update this privacy notice at any time. We will provide you with a new notice when we make any updates.

## **COMPLAINTS**

To exercise all relevant rights, queries or complaints please email [brassetta@lingfieldcollege.co.uk](mailto:brassetta@lingfieldcollege.co.uk) and if we are unable to resolve your complaint, you have the right to lodge a complaint with the Information Commissioners Office on 03031231113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF, England.