



Job Applicant Privacy Notice

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 information do we collect?

Lingfield 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 entitlement
- Whether or not you have a disability for which the organisation needs to make a 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 does Lingfield College process personal data?

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.

Who has access to the data?

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 employment check providers to obtain necessary background checks.

How does Lingfield College protect data?

We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and it is not accessed except by our employees in the proper performance of their duties.

For how long does Lingfield College keep data?

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 submit an application 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.

Your Rights

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

- Access and obtain a copy of your data on request
- Require the organisation to change incorrect or incomplete data
- Require the organisation 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 where Lingfield College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these right please contact the Data Controller at Lingfield College (finance@lingfieldcollege.co.uk). If you believe the organisation has not complied with your data protection rights, you can contact the Information Commissioner (www.ico.org.uk).

What if you do not provide personal data?

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.