

PRIVACY NOTICE – JOB APPLICANTS

1. Scope

- 1.1. As part of the recruitment process, the College collects and processes personal data relating to job applicants.

2. Responsibilities

- 2.1. The College is committed to being transparent about how we collect and use that data, and to meeting our data protection obligations.
- 2.2. The Data Protection Officer is responsible for ensuring that this notice is made available to job applicants prior to the College collecting/processing their personal data.
- 2.3. College Staff who interact with job applicants are responsible for ensuring that this notice is drawn to their attention.

Privacy notice

3. Who are we?

- 3.1. **Leyton Sixth Form College** is a large Sixth Form College in East London, with around 2,300 students, 200 staff. The College offer a wide range of FE Courses.
- 3.2. Our Data Protection Officer can be contacted directly here: Alan Leak
dpo@leyton.ac.uk

4. What information does the College collect?

- 4.1. The personal data we would like to collect from you is:
 - 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;
 - information about criminal convictions in line with the Rehabilitation of Offenders Act 1974,
 - referee contact details
 - equal opportunities monitoring information, including information about your ethnic origin, age, gender, sexual orientation, health, and religion or belief, and.
 - CCTV images of applicants who attend the College site for an interview.
- 4.2. The College collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.
- 4.3. 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).

5. Why does the College process your personal data?

- 5.1. The personal data we collect will be used for the following purposes:

- to take steps at your request prior to/and in order to enter into a contract with you including:
 - allowing the College to manage the recruitment process, assess and confirm an applicant's suitability for employment and decide to whom to offer a job
- to ensure that we are complying with our legal obligations including:
 - checking a successful applicant's eligibility to work in the UK before employment starts
 - the College processes health information in order to make reasonable adjustments to the recruitment process for applicants who have a disability in line with the Equality Act
 - the College seeks information about criminal convictions and offences in line with the Rehabilitation of Offenders Act 1974 in order to ensure that individuals are permitted to undertake the role in question before employment starts
- In other cases, the College has a legitimate interest in processing your personal data before employment starts. Processing applicant data allows the College to:
 - respond to and defend against legal claims
 - analyse the demographics of applicants for equal opportunities monitoring purposes
 - for security purposes

5.2. Where the College relies on legitimate interests as a reason for processing data, we have considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

6. Who has access to your data?

- 6.1. Your information will be shared internally for the purpose of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process and managers in the business/support area with a vacancy.
- 6.2. The College will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment.
- 6.3. In the event that an offer of employment is made, the College will be required to share your data with other organisations. Where this is necessary we are required to comply with all aspects of the GDPR.
- 6.4. Where necessary or required we share information with
- former employers to obtain references for you
 - employment check providers to obtain necessary background checks
 - the Disclosure and Barring Service to obtain necessary criminal records checks

Further information is provided in the Privacy notice for employees issued with the Offer of employment letter and available on the College intranet.

7. How does the College protect your data?

- 7.1. The College takes the security of your data seriously. It has 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 our staff in the proper performance of their duties.

8. For how long does the College keep your personal data?

- 8.1. If your application for employment is unsuccessful, the College will hold your data on file for 12 months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.
- 8.2. 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 employee privacy notice.

9. Your rights as a data subject

- 9.1. At any point while we are in possession of or processing your personal data, you, the data subject, have the following rights:
- Right of access – you have the right to request a copy of the information that we hold about you.
 - Right of rectification – you have a right to correct data that we hold about you that is inaccurate or incomplete.
 - Right to be forgotten – in certain circumstances you can ask for the data we hold about you to be erased from our records.
 - Right to restriction of processing – where certain conditions apply to have a right to restrict the processing.
 - Right of portability – you have the right to have the data we hold about you transferred to another organisation.
 - Right to object – you have the right to object to certain types of processing such as direct marketing.
 - Right to object to automated processing, including profiling – you also have the right not to be subject to the legal effects of automated processing or profiling.
 - Right to judicial review: in the event that the College refuses your request under rights of access, we will provide you with a reason as to why. You have the right to complain as outlined in 10 below.

10. Complaints

- 10.1. In the event that you wish to make a complaint about how your personal data is being processed by the College (or third parties as described above), or how your complaint has been handled, you have the right to lodge a complaint directly with the supervisory authority and the College's Data Protection Officer.

Supervisory authority contact details: <https://ico.org.uk/concerns/>

Data Protection Officer (DPO) contact details:

Alan Leak, Leyton Sixth Form College, Essex Road, E10 6EQ
dpo@leyton.ac.uk
020 8928 9068

11. What if you do not provide personal data?

- 11.1. You are under no statutory or contractual obligation to provide data to the College during the recruitment process. However, if you do not provide the information, the College may not be able to process your application properly or at all.
- 11.2. You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

12. Automated decision making

12.1. Recruitment processes are not based solely on automated decision-making.

13. Document Owner and Approval

13.1. The College's Data Protection Officer is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the GDPR.

13.2. A current version of this document is available to all job applicants on the College website.

13.3. This privacy notice is issued on a version controlled basis.