

Privacy Notice – Staff Applicants

John Leggott College's data protection vision is to create a culture of protecting privacy and personal data. Personal data is information which 'relates to and identifies a living individual'. Personal data should be adequate, relevant and limited to what is necessary.

Categories of staff applicant information that we collect, hold and share include:

- Personal information (such as name and address, phone number)
- Characteristics (such as ethnicity, language, nationality, country of birth, disability information)
- Previous Attendance information (such as number of absences and absence reasons)
- Relevant medical information
- Recruitment Data (e.g. Interview notes, candidate selection)
- Reference details (usually only collected prior to offer of employment)
- Evidence of eligibility to work in the UK
- Criminal record information in accordance with the Rehabilitation of Offenders Act 1974

Why do we collect and use staff applicant information?

We collect and use staff information under Article 6 (1) of the General Data Protection Regulation 2016:

- Processing is necessary for compliance with a legal obligation to which the controller is subject*
- Processing is necessary in order for us to carry out a public task*

Special category data is processed under Article 9 (2):

- Processing is necessary for the purpose of carrying out obligations under employment and social security and social protection law*

We use staff application data:

- to assess an applicant's suitability for the role they have applied for
- to assess if we are able to provide appropriate support, care and guidance
- to comply with the law
- to ensure we meet all statutory employment requirements

We will use the information provided in a manner that conforms to the Data Protection Act 2018, the General Data Protection Regulation 2016 and the Human Rights Act 1998.

We do not undertake any automated decision making.

The College is committed to being transparent about how it collects, uses, stores and deletes data and to meeting its data protection obligations.

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Collecting staff applicant information

The College collects information from you in a variety of ways including application forms and ID documents. The College also collects references relating to you from third parties.

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with the General Data Protection Regulation, we will inform you whether you are required to provide certain staff information to us or if you have a choice in this.

Storing staff applicant data (how long is data held for)

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of staff applicant data. Data retention times are outlined in our separate Data Retention Policy.

How we transfer your personal information outside of the EEA

We do not transfer your personal data outside of the EEA without the consent of the individual.

Why we share staff information

Your information will be shared internally for the purpose of recruitment and selection.

We do not share information about our staff with anyone without consent, unless the law and our policies allow us to do so.

With whom do we share staff applicant information?

We routinely share staff information with:

- Data Barring Service (DBS)

We occasionally share staff information with:

- Police / Emergency Services
- Department for Education
- HSE/Other Regulatory Bodies

Otherwise, before sharing information with a third party, we will either obtain your consent or establish that the sharing is necessary (which includes ensuring that the data shared is kept to a minimum), fair and otherwise within the law.

We will not pass your information to third parties for direct marketing purposes.

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Data collection requirements

Occasionally information will be shared with the department for education.
For more information about the department’s data sharing process, please visit:

<https://www.gov.uk/data-protection-how-we-collect-and-share-research-data>

To contact the department: <https://www.gov.uk/contact-dfe>

Requesting access to your personal data

Under data protection legislation applicants have the right to request access to information about them that we hold. To make a request for this, please email beckyrobinson@leggott.ac.uk who will process the capacity as John Leggott College’s Data Protection Officer.

You also have the right to:

- object to processing of personal data that is likely to cause, or is causing, damage or distress
- prevent processing for the purpose of direct marketing
- object to decisions being taken by automated means
- in certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed
- claim compensation for damages caused by a breach of the Data Protection regulations

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance, or directly to the Information Commissioner’s Office at <https://ico.org.uk/concerns/>

Contact:

If you would like to discuss, or require clarification regarding this privacy notice, please contact:

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| ○ Data Protection Officer | Becky Robinson |
| ○ Email address | beckyrobinson@leggott.ac.uk |
| ○ Telephone number | 01724 407061 |

Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from college staff applicants, as well as to take into account changes in the law.