

Hereford Sixth Form College

Privacy Notice (How we use job applicants' information)

The categories of information that we collect, hold and share include:

- personal identifiers such as your name, teacher reference number, date of birth, gender and ID card photo
- contact details – including address, telephone number and email address
- details of your previous qualifications, employment and educational history
- information about your nationality, residency and right to work in the UK.
- information about medical or health conditions, including whether or not you have a disability
- equal opportunities monitoring information such as gender, sexuality, religion, nationality, disability)
- any safeguarding information that you provide on your application
- images taken on CCTV (if you attend college in person)

Why we collect and use this information

We use the applicant data:

- to carry out the recruitment and selection process
- to ensure staff have relevant qualifications and training to conduct the role
- to assess the equality and diversity of our applicants to fulfil our statutory duties.
- to comply with the law regarding safeguarding including DBS checks and references

The lawful basis on which we use this information

We collect the following personal data under GDPR Article 6 Legal Obligation and Public Task in order to meet our legal obligations with the ESFA (Education and Skills Funding Agency). Use of this data is also necessary in order for us to carry out our public task to provide education and training.

We collect data about criminal convictions in order to protect vital interests of others under GDPR Article 6 Vital Interest and also in order to carry out our duty to support those with a conviction under GDPR Article 6 Public Task.

We collect special category data, such as ethnicity, to fulfil our statutory duties to the Department for Education in the substantial public interest GDPR Article 9(g), in order to fulfil the three aims of the Equality Duty contained within the Equality Act 2010 and to offer support where necessary.

How we collect job applicant information

We collect job applicant information initially via your application and also as a result of interviews or further contact with the College.

Whilst the majority of job applicant 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 information to us or if you have a choice in this.

How we store applicant data

We hold information about job applicants as follows:

Unsuccessful candidates. Destroyed once selection procedure is completed.

Shortlisted candidates. Information stored for 6 months then destroyed.

Successful candidate. Information is retained for 6 years after their leaving date unless superceded by safeguarding guidelines or law for example if a Safeguarding Complaint is substantiated.

Who we share applicants' information with

Your information may be shared internally, including with any Hereford Sixth Form College staff who need the data to provide services to job applicants. This will include special categories of data where appropriate.

Where Hereford Sixth Form College engages non-statutory third parties to process personal data on its behalf, we require them to do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

We may share your information with external agencies where there is a safeguarding need identified.

Why we share applicant information

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

In the event that there is a safeguarding need identified we may share your information with relevant external agencies.

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 your personal information, contact Duncan Childs, Data Protection Officer dpo@hereford.ac.uk.

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; and
- a right to seek redress, either through the ICO, or through the courts

If you have a concern about the way we are collecting or using your personal data, we request that you raise your concern with us in the first instance. Alternatively, you can contact the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Contact

If you would like to discuss anything in this privacy notice, please contact:

Duncan Childs, Data Protection Officer dpo@hereford.ac.uk.