

Privacy Notice – Recruitment and Selection

Introduction

This privacy notice is intended to be read by our current and prospective workforce. The term workforce refers to all staff, including those on permanent, full time and part-time, temporary, variable hours and bank contracts. We also include all contractors, agency workers, volunteers and Governors who while not employed by us, do work with us.

This privacy notice describes how we; University Centre Somerset College Group (UCS College Group) collect, use and protect your information. In this context, we are called the data controller and any individual in the workforce is called data subject.

About the Group

UCS College Group is a group consisting of Bridgwater College, Taunton College, Cannington College and Strode College.

Name: UCS College Group

Email address: dpo@ucscollegegoup.ac.uk

Data Protection Officer: Emma Kilner

UCS College Group are the data controller for the purposes of data protection law, and we are registered with the Information Commissions Office (ICO) Registration Number **Z4677243**.

What information does the College collect?

The College collects a range of information about you. This will include:

- your name, address and contact details, including email address and telephone number
- details on 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; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief
- Reference contact details
- Membership of Professional bodies (where applicable)
- UK Driving Licence details.

The College collects this information in a variety of ways. Personal data may be in application forms, CVs, taken from your passport or other identity documents or collected through interviews or other forms of assessment, including online tests.

The College will also collect personal data from third parties, such as references supplied by former employers, information from employment background checks and information from criminal records checks. The College will seek information from third parties once a job offer has been made to you and will inform you of the process.

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.

What is the purpose and legal basis for processing?

The College will process your personal information for a range of contractual, statutory or public interest purposes including the following:

- To access your suitability for a particular role or task
- For checking your qualifications
- To support you in implementing any health-related adjustments to allow you to carry out a particular role or task
- To administer remuneration, payroll, pension and other standard employment functions
- To operate security (including CCTV and ID badges)
- To communicate with you by post, email and phone
- To compile statistics and conduct surveys
- To fulfil and monitor our responsibilities under equalities, immigration and public safety legislation.
- For carrying out our role as your potential employer

The College is obliged to seek information about criminal convictions and offences. Where the College seeks this information, it does so because it is necessary for it to carry out its obligations in terms of safeguarding and exercises specific rights in relation to employment.

Who has access to the personal data?

Your information will 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 and IT staff if access to the data is necessary for the interview.

The College will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The College will then share your data with former employers to obtain references for you, pre-employment checks to obtain necessary background checks, including medical checks, and the Disclosure and Barring Services to obtain necessary criminal records checks.

The College will not transfer your data outside the European Economic Area.

How does the College protect the personal data?

The College takes 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 is not accessed except by our employees in the carrying out of their job role.

The College will not use your data for any purpose other than for:

- The recruitment exercise for which you have applied
- Annual reports to the corporation, where all data for all applicants is anonymised
- Annual reports to the AoC and recognised trade unions, where all data for all applicants is anonymised

How long does the College keep the personal data?

If your application for employment is unsuccessful, the College will hold your data on file for 6 months after the end of the relevant recruitment process.

If your application for employment is successful, your personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment.

If your application is unsuccessful, the College may keep your personal data on file in case there are future employment opportunities for which you may be suited. The College will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

Your rights

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

- access and obtain your data on request;
- ask the College to change incorrect or incomplete data;
- ask the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;

If you would like to exercise any of these rights, please contact the Data Protection Officer dpo@ucscollegegoup.ac.uk

Who can I complain to?

If you believe that the College has not complied with your data protection rights, you can complain to the Information Commissioner Office www.ico.org.uk.

What if you do not provide personal data?

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 not at all.

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.