



Job applicant privacy notice

Data controller: Southampton City College (St Mary Street, Southampton, SO14 1AR)

Data protection officer: Vice Principal-Finance and Resources
(DPO@southampton-city.ac.uk)

As part of any recruitment process, Southampton City College collects and processes personal data relating to job applicants. The College is committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

This privacy notice applies to job applicants. There is a separate privacy notice that applies to current and former employees, workers and contractors. We may update this privacy notice at any time.

Who is responsible for the personal information the College collects?

The College is the controller for the purpose of data protection law, in respect of your personal information that is collected and used during and after your working relationship with us.

If you have any questions regarding this privacy notice or the way the College uses your personal information, please contact our Data Protection Officer at DPO@southampton-city.ac.uk or at St Mary Street, Southampton, SO14 1AR.

What information does the College collect?

The College collects and processes a range of information about you. This includes:

- your name, address and contact details, including email addresses and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- any information you provide to us during an interview;
- information about your nationality and entitlement to work in the UK;
- referee name and contact details;
- references from your previous employer(s) or personal referee(s), other information contained in a CV or cover letter, an application form or other information obtained as part of the application process; and
- CCTV

We may also collect, store and use the following special categories of more sensitive personal information:

- information regarding criminal convictions and suitability to work with children;

- whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment process;

How does the College collect personal data?

The College may collect 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.

The College may also collect personal data about you from third parties, such as references supplied by former employers and information from the Disclosure and Barring Service in respect of criminal convictions. The College will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

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 the 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, the College needs to process data to ensure that we are complying with our legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts and to undertake criminal background checks.

In other cases, the College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

The College may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

For all roles, the College is obliged to seek information about criminal convictions and offences. When we seek this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment in education.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Processing employee data allows the organisation to:

Purpose	Legal Basis
Run recruitment processes	<ul style="list-style-type: none"> • In order to take steps at your request prior to entering into a contract • Necessary for the College's legitimate interest, namely recruiting the best candidates for the roles to help us deliver our mission
Obtain occupational health advice or other medical information about any disabilities which may require reasonable adjustments	<ul style="list-style-type: none"> • Compliance with a legal obligation • Performance of a contract with you • Where this involves processing special categories of data of a more sensitive nature such as health/medical information, the College processes such information in order to carry out its legal obligations as an employer, including laws relating to disabled employees and health and safety, or with your explicit consent, depending on the circumstances
Respond to and defend against legal claims; and	<ul style="list-style-type: none"> • Complying with a legal obligation • Performance of a contract with you • Necessary for the College's legitimate interests in protecting the College in the event of a claim
Maintain and promote equality in the workplace.	<ul style="list-style-type: none"> • Complying with a legal obligation • Performance of a contract with you • Necessary for the College's legitimate interests in ensuring a diverse and harmonious workforce

Where the organisation processes other special categories of personal data other than health data, such as information about ethnic origin, sexual orientation, or religion or belief, this is done for the purposes of equal opportunities monitoring. Data that the organisation uses for these purposes is anonymised or is collected with the express consent of employees, which can be withdrawn at any time. Employees are entirely free to decide whether or not to provide such data and there are no consequences of failing to do so.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

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. We will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks.

The organisation will not transfer your data outside the European Economic Area or Switzerland.

How does the College protect 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 proper performance of their duties. For further details please refer to the Data Protection Policy accessible at www.southampton-city.ac.uk.

For how long does the College keep applicant data?

If your application for employment is unsuccessful, the College will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

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. You will be provided with a new privacy notice.

Your rights

You have certain rights with respect to your personal information. The rights may only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights.

If you wish to exercise any of the below rights, please contact the Data Protection Officer in writing at DPO@southampton-city.ac.uk.

Summary of your rights	
Right of access to your personal information	<p>You have the right to receive a copy of your personal information that the College holds about you, subject to certain exemptions.</p> <p>Any access request is free of charge. We may require further information in order to respond to your request (for instance, evidence of your identity and information to enable us to locate the specific personal information</p>

Summary of your rights	
	you require).
Right to rectify your personal information	You have the right to ask the College to correct your personal information that we hold where it is incorrect or incomplete.
Right to erasure of your personal information:	<p>You have the right to ask that your personal information be deleted in certain circumstances. For example</p> <ul style="list-style-type: none"> (i) where your personal information is no longer necessary in relation to the purposes for which they were collected or otherwise used; (ii) if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information; (iii) if you object to the use of your personal information (as set out below); (iv) if we have used your personal information unlawfully; or (v) if your personal information needs to be erased to comply with a legal obligation.
Right to restrict the use of your personal information	<p>You have the right to suspend the College's use of your personal information in certain circumstances. For example</p> <ul style="list-style-type: none"> (i) where you think your personal information is inaccurate and only for such period to enable us to verify the accuracy of your personal information; (ii) the use of your personal information is unlawful and you oppose the erasure of your personal information and request that it is suspended instead; (iii) we no longer need your personal information, but your personal information is required by you for the establishment, exercise or defence of legal claims; or (iv) you have objected to the use of your personal information and we are verifying whether our grounds for the use of your personal information override your objection.
Right to data portability	You have the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies where the use of your personal information is based on your consent or for the performance of a

Summary of your rights	
	contract, and when the use of your personal information is carried out by automated (i.e. electronic) means.
Right to object to the use of your personal information	You have the right to object to the use of your personal information in certain circumstances. For example (i) where you have grounds relating to your particular situation and the College uses your personal information for our legitimate interests (or those of a third party); and (ii) if you object to the use of your personal information for direct marketing purposes.
Right to withdraw consent	You have the right to withdraw your consent at any time where we rely on consent to use your personal information.
Right to complain to the relevant data protection authority	You have the right to complain to the relevant data protection authority, which in the College's case is the Information Commissioner's Office, where you think we have not used your personal information in accordance with data protection law. However, if you have such concerns, we would encourage you to raise them with us informally in the first instance so that we can see if we can alleviate your concerns.

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 at all. Certain information, such as contact details, your right to work in the UK and payment details, have to be provided to enable the College to enter a contract of employment with you.

Automated decision-making

The College's recruitment processes are not based on automated decision-making.

Changes to this privacy notice

This privacy notice was last updated in May 2018.

We reserve the right to update this privacy notice at any time; we will provide updates on the intranet and where appropriate we will give reasonable notice of any changes. We may also notify you in other ways from time to time about the processing of your personal information.