



WESTCOTT HOUSE

Privacy Notice for Job Applicants

Data controller: WESTCOTT HOUSE, Jesus Lane, Cambridge, CB5 8BP; Tel: 01223 272972

As part of any recruitment process, the College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the College collect?

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

- A. personal details, including name, contact details (phone, email, postal) *;
- B. your application form and associated information submitted by you at that time*;
- C. other data relating to your recruitment (including references we take up as part of the recruitment process, any pre-employment assessment of you, and any assessment of you at an informal or formal interview);
- D. any occupational health assessments and/or medical information you have provided, and related work requirements;
- E. evidence of your right to work in the UK (e.g. copies of your passport) *;
- F. information relating to your age, nationality, gender, religion or beliefs, sexual orientation and ethnicity*;
- G. any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful) *.

Those marked with an * relate to information provided by you. Other data and information is generated by us or, where self-evident, provided by a third party.

The College may also collect personal data about you from third parties, such as references supplied by former employers and information from employment background check providers. 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.

For certain posts, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

Data will be stored in a range of different places, including on your application record, and on other IT systems (including email).

Why does the College process personal data?

The College needs to process data to take steps at your request prior to and for entering into a contract with you.

In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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 the College to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The College may also need to process data from job applicants to respond to and defend against legal claims.

The College may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. It may also collect information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. The College processes such information to carry out its obligations and exercise specific rights in relation to employment.

For some roles, 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 and exercise specific rights in relation to 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. You are free to withdraw your consent at any time to the College to use your data.

Who has access to data?

Your information may 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 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 it makes you an offer of employment. The College will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

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

How does the College protect data?

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 employees in the proper performance of their duties.

For how long does the College keep data?

If your application for employment is unsuccessful, the College will hold your data on file for after the end of the relevant recruitment process in accordance with the data retention policy. This will be for consideration for future employment opportunities. If you withdraw your consent or at the end of the period in the retention policy your data will be 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. The periods for which your data will be held will be provided to you in a new privacy notice and retention policy.

In either case, where the post has required a “resident market test” (needed if the post is open to applicants from outside the European Union), the College will retain the application records of any shortlisted candidates for the duration of the sponsored post and twelve months thereafter.

Your rights

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

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Administration and Communications Manager at communications@westcott.cam.ac.uk

If you believe that the College has not complied with your data protection rights, you can complain to the Information Commissioner at <https://ico.org.uk/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.