
Privacy Notice (Candidates)

1. What is the purpose of this document?

- 1.1. City of Bristol College is a "controller" in relation to personal data. This means that we are responsible for deciding how we hold and use personal information about you. You are being sent a copy of this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for. It provides you with certain information that must be provided under the UK General Data Protection Regulation (UK GDPR).
- 1.2. City of Bristol College is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you. We are required under data protection legislation to notify you of the information contained in this privacy notice.
- 1.3. It is important that you read this notice, together with any other privacy notice we may provide on specific occasions when we are collecting or processing personal information about you, so that you are aware of how and why we are using such information.

2. Data protection principles

- 2.1. We will comply with data protection law. This says that the personal information we hold about you must be:
 - a) Used lawfully, fairly and in a transparent way.
 - b) Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - c) Relevant to the purposes we have told you about and limited only to those purposes.
 - d) Accurate and kept up to date.
 - e) Kept only as long as necessary for the purposes we have told you about.
 - f) Kept securely.

3. The kind of information we hold about you

- 3.1. Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).
- 3.2. There are "special categories" of more sensitive personal data which require a higher level of protection. Please see 3.4 below.
- 3.3. In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:
- a) Personal contact details such as name, title, addresses, telephone numbers, and personal email addresses.
 - b) Date of birth.
 - c) Gender.
 - d) Marital status.
 - e) Next of kin and emergency contact information.
 - f) National Insurance number.
 - g) Copy of driving licence and / or other photographic ID such as a passport.
 - h) Recruitment information (including copies of right to work documentation, references, interview notes and opinions taken during and following interviews and other information included in a CV, application form or cover letter or as part of the application process).
- 3.4. We may also collect, store and use the following "special categories" of more sensitive personal information:
- a) Information about your race or ethnicity, religious beliefs and sexual orientation
 - b) Information about your health, including any medical condition, health and sickness records.
 - c) Information about criminal convictions and offences from a DBS check. Once this information is risk assessed, then it is not stored.

4. How is your personal information collected?

- 4.1. We typically collect personal information about employees, workers and contactors through the application and recruitment process, either directly from candidates or sometimes from an employment agency or background check provider. We may sometimes collect additional information from third parties including former employers, or other background check agencies.

5. How we will use information about you

- 5.1. We will use the personal information we collect about you to:
- a) Assess your skills, qualifications, and suitability for the work you have applied for.
 - b) Carry out background and reference checks, where applicable.
 - c) Communicate with you about the recruitment process.
 - d) Keep records related to our hiring processes.
 - e) Comply with legal or regulatory requirements.
- 5.2. It is in our legitimate interests to decide whether to appoint you since it would be beneficial to our business to appoint someone to that role.
- 5.3. We also need to process your personal information to decide whether to enter into a contract of employment with you.
- 5.4. If we have received your CV, and/or covering letter, and/or application form, and/or test results, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and carry out a criminal record check and any other necessary checks before confirming your appointment.

6. How we use particularly sensitive personal information

- 6.1. We will use your particularly sensitive personal information in the following ways:
- a) We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made the interview process.
 - b) We will use information about your race or national or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and reporting.

7. Information about criminal convictions

- 7.1. We envisage that we will hold information about criminal convictions.
- 7.2. We will only collect information about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.
- 7.3. Checks regarding criminal convictions will be performed by the Disclosure and Barring Service and the information will be provided to us. Currently the checks are performed by MITIE.
- 7.4. We will use information about criminal convictions and offences in the following ways:
- a) as part of the recruitment process to establish whether or not to offer you a role.
- 7.5. We are allowed to use your personal information in this way to carry out our obligations under.

Keeping Children Safe in Education legislation. The processing will be in accordance with our data protection policy and Rights of Individuals Policy and Procedures and Rights.

8. Automated decision-making and Data sharing

- 8.1. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

9. Data Security

- 9.1. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from HR.
- 9.2. We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

10. Data retention

- 10.1. We will retain your personal information for a period of 6 months after we have communicated to you our decision about whether to appoint you. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy.
- 10.2. If we wish to retain your personal information on file, on the basis that a further opportunity may arise in future and we may wish to consider you for that, we will write to you separately, seeking your explicit consent to retain your personal information for a fixed period on that basis.

11. Rights of access, correction, erasure, and restriction

- 11.1. It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.
- 11.2. Under certain circumstances, by law you have the right to:
- a) **Request access** to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
 - b) **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
 - c) **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).

- d) **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- e) **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- f) **Request the transfer** of your personal information to another party.

- 11.3. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Director of Human Resources and Organisational Development.
- 11.4. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- 11.5. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

12. Right to withdraw consent

- 12.1. When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise. You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the Data Protection Officer. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

13. Responsibility for compliance

- 13.1. The Data Controller is responsible for overseeing our compliance with this privacy notice. If you have any questions about this privacy notice or how we handle your personal information, please contact the Data Protection Officer, Joanne Ward. You have the right to make a complaint at any time to the Information Commissioner's Office (ICO), the UK supervisory authority for data protection issues.

If you have any questions about this privacy notice, please contact the Data Protection Officer.

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Lead Officer:	Director of HR and OD
Senior Manager responsible:	Director of HR and OD