

PRIVACY NOTICE FOR APPLICANTS

Luton Sixth Form College Privacy Notice for Applicants



This document is designed to provide information about the data the College holds on you, as required by the Data Protection Act 2018.

The College has a legitimate interest in processing personal data during the recruitment and selection process and for keeping these records. Processing data from job applicants allows the College to manage, process, assess and confirm a candidate's suitability for employment and to determine the successful candidate.

Who we are

- The **Data Controller** of personal information about you is Luton Sixth Form College, Bradgers Hill Road, Luton, Bedfordshire, LU2 7EW. This means that we are responsible for deciding how we hold and use personal information about you. We are required to tell you what personal data we collect and how we use it.
- Our **Data Protection Officer** is Steve Kelby, Director of Information and Technical Services.

If you have any questions about this notice or the ways in which we use your personal information, please contact our Data Protection Officer via the College email college@lutonsfc.ac.uk

The information that you give us

When you apply for employment or work at the College, we may collect your personal details, including but not limited to the following:

- ❖ Your name, address and contact details
- ❖ Your employment history including your current remuneration
- ❖ Details of your education, qualifications and professional membership with registration numbers
- ❖ Details of recent Professional Development and Training
- ❖ Supporting Statement and any other correspondence you have sent to us
- ❖ Details of relations or connections with the College
- ❖ Information about your entitlement to work in the UK
- ❖ Criminal Records Information
- ❖ Details of referees and information received from them
- ❖ Performance on a variety of assessment methods
- ❖ Equal opportunities monitoring information

The College collects data in a variety of ways, including on our application and monitoring forms, information obtained from your passport or other identity documents, or collected through interviews or other forms of assessment (e.g. online tests).

The College also processes special categories of data from the Monitoring Form for equal opportunities monitoring purposes. As a public-sector organisation, we have a responsibility under

the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories. In addition, we may process information about an applicant's disability status to make reasonable adjustments (if required) and carry out our obligations.

The College is required to seek information about criminal convictions and offences. We do so because it is necessary for us to carry out our legal obligations to determine an applicant's suitability to work with our young people.

The legal basis on which we collect and use your personal information

By completing and signing your application form and monitoring form, you are entering into a contract with the College to process your application in preparation for the possibility of you being employed or provided work by the College. The great majority of this data is an essential part of our contract, so we do not require specific separate consent from you.

Where the information provided is a special category personal information (e.g. medical information) we will process it because there is a legal requirement for us to collect it, or because it is in the vital interests of you and/or the College.

As noted above, as a public-sector organisation, we have a responsibility under the Public-Sector Equality Duty of the Equality Act 2010 to report on these special categories.

The uses made of your personal information

We will use your information to manage and administer your application. This will include communicating with you, pre-employment checks, checking that we will be able to offer any special support you need and deciding whether we are able to offer you a post at the College.

How long we keep your personal information

The details of how we keep applicant data is outlined in the College Data Retention Schedule. In general terms, if you complete an application form, the College will hold your data on file for 12 months after the successful applicant commences employment. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, the personal data gathered during the recruitment and selection process will be transferred to our core HR/Payroll system and your Personnel File and retained during your employment or work with the College. The details relating to the retention of these records will be provided to you in the Privacy Notice for Staff.

How we share your personal information

At application stage, we will share data with any third-party organisations (such as FE Jobs) who process your application on our behalf, as data processor. We will also communicate with your referees and will seek information from background checks and criminal record check providers, as required to process your application.

Your information may be shared internally for the purposes of the recruitment and selection process. This includes members of the HR team and other staff across the College, as appropriate.

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 and selection process. However, if you do not provide the information, the College may not be able to process your application properly or at all, due to insufficient essential information required to determine whether a candidate meets the criteria outlined in the person specification.

Data security

The College has extensive security systems and procedures to ensure that your data is kept safe and that only authorised users can access it.

Your rights over your personal information

You have several rights over your personal information, which are:

- the right to ask us what personal information about you we are holding and to have access to this personal information.
- the right to ask us to correct any errors in your personal information.
- the right, in certain circumstances such as where our use of your personal information is based on your consent and we have no other legal basis to use your personal information, to ask us to delete your personal information.
- the right, in certain circumstances such as where we no longer need your personal information, to request that we restrict the use that we are making of your personal information.
- the right, in certain circumstances, to ask us to review and explain our legitimate interests to you.
- the right, where our use of your personal information is carried out for the purposes of an agreement with us and is carried out by automated means, to ask us to provide you with a copy of your personal information in a structured, commonly-used, machine-readable format.
- the right to make a complaint to the Information Commissioner's Office (ICO) if you are unhappy about the way your personal data is being used – please refer to the ICO's website for further information about this (<https://ico.org.uk/>)

Please note that the College does not carry out Automated Decision Making or Profiling in relation to its applicants or employees.

Changes to our privacy notice

We keep our privacy notices under regular review. Any significant changes we make to our privacy policy will be updated on the College website.

