

## The Data Controller

Bishop Auckland College/South West Durham Training is the Data Controller for any personal data you give us. Contact details:

Bishop Auckland College  
Woodhouse Lane  
Bishop Auckland  
County Durham  
DL14 6JZ  
01388 443000

South West Durham Training  
Durham Way South  
Aycliffe Business Park  
County Durham  
DL5 6AT  
01325 313194

The Data Protection Officer for both organisations is Vicky Nelson. If you have any questions about this Privacy Notice or the ways in which we use your personal information, please contact the Data Protection Officer:

Data Protection Officer  
Bishop Auckland College  
Woodhouse Lane  
Bishop Auckland  
County Durham  
DL14 6JZ  
01388 443100  
[DPO@bacoll.ac.uk](mailto:DPO@bacoll.ac.uk)

## Introduction

This Privacy Notice for applicants and Staff at Bishop Auckland College/South West Durham Training (hereafter to be termed ‘the Organisation’) has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (GDPR) and the Data Protection Act 2018. It explains why we collect personal data about you, how we use it, the conditions under which we may disclose it to others and how we keep it secure.

Whenever you provide personal information, we will treat that information in accordance with this Notice, current legislation and our Data Protection Registration. We also aim to meet current best practice.

Your personal data is information which is about you. It can be data that directly identifies you or data that can be put together with other data to identify you.

We are committed to ensuring that your personal data is secure. In order to prevent unauthorised access or disclosure, we have put in place appropriate technical, physical and operational procedures to safeguard and secure the information we collect from you.

## Information we may collect about you during application

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

- Personal information (such as name, address, email address, contact phone number)
- Details of your qualifications, skills, experience and employment history
- Information about your current level of remuneration
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK
- Identification to be able to complete a Disclosure and Barring Service (DBS) application
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

## How we collect information

The Organisation collects 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, including selection tests.

The Organisation will also collect personal data about you from third parties, such as references supplied by former employers (please see permissions about references included in the application form), information from employment background check providers, including whether staff are prohibited to work in teaching through Employer Access online and information from criminal records checks. The Organisation will seek information from third parties (excluding referees), only once a job offer to you has been made.

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 we process personal data

The Organisation needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the Organisation 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 prior to employment starting.

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

Where the Organisation relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The Organisation processes health information to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the Organisation processes other special categories of data, such as information about key characteristics such as ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

The Organisation is obligated to seek information about criminal convictions and offences. Where the Organisation 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.

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

## Who has access to your data

Your information may be received through a recruitment website, for example Indeed, your data is protected by their privacy statement.

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process, managers in the business area

with a vacancy. IT staff, auditors and the Organisation's Data Protection Officer may have access to the data where this is necessary for the performance of their roles.

The Organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The Organisation will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, the Disclosure and Barring Service to obtain necessary criminal records checks, Occupational Health to obtain necessary health checks and internally to process you as an employee.

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

### **How your data will be protected**

The Organisation 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 authorised persons. Personal details are accessed by Human Resource's only, all other data is anonymised. Further information can be found in Recruitment, Selection and Appointment of Staff Procedure (ref: BAC-HR-3-01), Safer Recruitment Policy (ref: POL-HR-05), DBS Code of Practice and Recruitment of Ex-Offenders Policy.

### **Retention of information**

If your application for employment is unsuccessful, the Organisation will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, your data is deleted and/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.

### **If you do not provide personal data**

You are under no statutory or contractual obligation to provide data to the Organisation during the recruitment process. However, if you do not provide information, we may not be able to process your application or 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.

## Your individual rights

You have the following rights:

		Contact/Department
<b>The right to be informed</b>	This Privacy Notice provides information on how we process your personal information as an applicant.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right of access</b>	<p>You have the right to request information that is held and processed by the Organisation about you.</p> <p>There is no charge for us providing you with this data and it will usually be provided within a month of the request (unless the request is unfounded or excessive).</p> <p>If you would like to request information the Organisation holds on you please refer to the Data Subject Individual Rights Procedure (ref: BAC-DP-01).</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to rectification</b>	If you believe that any data which the Organisation holds on you is incorrect (e.g. address) you can contact the Organisation to inform us of any changes necessary and we will confirm that the changes have taken place.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to erasure</b>	You may exercise your right to have your personal data erased in a number of circumstances (e.g. if the data is no longer necessary in relation to the purpose for which it was created or you withdraw your consent). Where possible we will comply with all such requests, though some details are part of the Organisation's records, which we are required to keep for funding and legal purposes.	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to restrict processing</b>	<p>You can inform us that we can keep your data but must stop processing it, including preventing future mailings and communications.</p> <p>However, we must continue to process some information for funding and legal purposes.</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to data portability</b>	<p>You have the right to obtain and reuse your personal data for your own purposes across different services.</p> <p>If you request your data to be provided in a specific format we will endeavour to do this. However, if we are unable to provide you with your information in a specific format we will provide it in a suitable alternative.</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The right to object</b>	<p>We will stop processing your data if you object to processing based on legitimate interests or the performance of a task in the public interest / exercise of official authority (including profiling).</p> <p>We will stop processing your data for direct marketing if you tell us to.</p>	Data Protection Officer <a href="mailto:DPO@bacoll.ac.uk">DPO@bacoll.ac.uk</a>
<b>The rights related to automated decision making including profiling</b>	We do not use any automated decision making processes.	Not applicable

If you believe that the Organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

To learn more about your above rights please visit the ICO website:

<https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>