

Privacy Notice - DP-PN-02

Recruitment

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Alternative Format Statement

We are committed to ensuring all our materials are accessible to everyone. If you require this document in an alternative format please contact:

Quality Improvement Team

Email: Quality@bacoll.ac.uk

Phone: 01388 443069

Please note: On our website we have the Recite Accessibility toolbar. If you select Accessibility on the top toolbar, any text on the website, including linked policies and procedures can:

- be converted from text to speech
 - be translated into over 100 languages including 65 text to speak voices
 - have its colour, scheme, text, font style, size and spacing changed
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Privacy Notice – Recruitment

The Data Controller

Bishop Auckland College Group 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

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

Introduction

This Privacy Notice for applicants and Staff at Bishop Auckland College/South West Durham Training (thereafter to be termed ‘BAC Group’) 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, BAC Group collects and processes personal data relating to job applicants. BAC Group 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

BAC Group 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.

BAC Group 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 and online checks. BAC Group will seek information from third parties (excluding referees), only once a job offer (including conditional offers) 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

BAC Group 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, BAC Group 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.

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

Where BAC Group 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.

BAC Group 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 BAC Group 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.

BAC Group is obligated to seek information about criminal convictions and offences. Where BAC Group 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.

BAC Group 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 BAC Group's Data Protection Officer may have access to the data where this is necessary for the performance of their roles.

BAC Group will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. BAC Group 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.

BAC Group will not transfer your data outside the European Economic Area, unless this is necessary for the checks above, e.g., you have lived outside of the UK.

How your data will be protected

BAC Group 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, BAC Group 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 BAC Group 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.

Changes to our Privacy Notice

We keep our Privacy Notice under regular review. Any changes we make to our Privacy Notice in the future will be notified to you by email, for current clients and on our website.

For information about changes made to this Privacy Notice see the [Change log](#) found on our website.

Your Individual rights

You have the following rights:

		Contact/ Department
The right to be informed	This Privacy Notice provides information on how we process your personal information as an applicant.	Data Protection Officer DPO@bacoll.ac.uk
The right of access	<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 DPO@bacoll.ac.uk
The right to rectification	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 DPO@bacoll.ac.uk
The right to erasure	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 DPO@bacoll.ac.uk
The right to restrict processing	<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 DPO@bacoll.ac.uk
The right to data portability	<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 DPO@bacoll.ac.uk
The right to object	<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 DPO@bacoll.ac.uk
The rights related to automated decision making including profiling	We do not use any automated decision making processes.	Not applicable

If you believe that the Group has not complied with your data protection rights, you can complain to the Information Commissioners Office (ICO).

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/>