Privacy Notice for Applicants

South Staffordshire College is committed to protecting the privacy and security of personal information.

The following privacy statement explains how we protect applicants' information that is gathered, processed and stored electronically and in manual files. We have in place accepted standards of technological security for protecting information provided by applicants from misuse, loss or corruption. Only authorised personnel have access to personally identifiable information submitted electronically and manually for manual files. Such employees are required to maintain the confidentiality of this data.

As defined by the General Data Protection Regulation (GDPR), South Staffordshire College Rodbaston Campus, Penkridge, Staffordshire, ST19 5PH is the Data Controller and ultimately responsible for ensuring the data you provide is kept secure, processed correctly and that you understand your legal rights in relation to that data. As part of our Data Controller responsibilities we have an assigned a Data Protection Officer who is Natalie Morrissey at Staffordshire County Council. She can be contacted via email on infogov@staffordshire.gov.uk

The human resources software we use is known as Resource and this is supplied by Civica and managed by the Human Resources Team. During 2021, we will be moving our data to MHR. Between May and October 2021, data may be captured on two systems until the migration is complete.

What information do we collect from you

We collect only personally identifiable information that is specifically and voluntarily provided by applicants. As part of the registration and recruitment process, we may collect the following (but not limited to):

- Name, address, email, telephone number (landline and mobile)
- Sensitive information eg date of birth, nationality, protected characteristic information, convictions and NI number
- Employment history
- Qualifications
- Memberships
- References
- Responses to questions contained in the Application Form that support your application
- Recruitment preferences
- Any other information you wish to provide in support of building up your application form

Why do collect this information (purpose)

As required by GDPR we must only request information if we have a lawful basis for doing so. We need to process data to ensure that we follow our Recruitment & Selection policy and ensure fairness for selection. Any statistical analysis that the College completes is done so in an anonymised format.

Who might we share your information with?

Personal details you provide in this registration will be shared with the Recruiting manager/s in order for shortlisting and selection processes to take place. Sensitive data is not shared with the recruiting managers and is retained only with the relevant HR lead.

We will share your data with third parties in order to obtain a reference at the shortlisting stage. We will then request a further reference upon appointment, confirm your right to work in the UK and necessary criminal record checks from the Disclosure & Barring Service.

We will not share the information with third parties for secondary or unrelated purposes unless otherwise disclosed at the point of collection and not without having gained acceptance at the point of collection.

How long do we keep hold of your information?

Your registration for this vacancy will be deactivated after 12 months.

How can I access the information you hold about me? Your rights

We will provide reasonable access to applicants' who wish to review the personal information retained when they apply via our website and correct any inaccuracies it may contain providing this is within the 12-month period from the date of the registration of your application. In all cases we will treat requests to access information or to change information in accordance with applicable legal requirements.

Applicants' who choose to register may request that their profile is corrected and updated, or request to withdraw their details at any time.

Under GDPR, you have the following rights in relation to the way in which we deal with your personal data (some of which may not be applicable depending upon context):

- The right to be forgotten
- The right to rectification if information is inaccurate or out of date
- The right of data portability (to obtain and reuse your personal data)
- The right to object to the Controller handling of your personal data
- The right to withdraw your consent with regards to the handling of your personal data
- You have the right to ask for a copy of the information we hold about you (Subject Access Request – SAR)
- You have the right to lodge a complaint with a supervisory authority – the ICO (Information Commissioners Office)

When you exercise your right to rectify inaccuracies you will need to contact the HR Team and confirm what the inaccuracy is and how you want it changed. Where you withdraw your consent we may process your personal data without it where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

If you are not satisfied by our actions, you can seek recourse through our appointed Data Protection Officer Data Protection Officer - Natalie Morrissey at Staffordshire County Council via infogov@staffordshire.gov.uk

If you remain dissatisfied, you have the right to refer the matter to the Information Commissioner (www.ico.org.uk) or seek recourse through the courts.

How do we keep your information secure?

We are committed to ensuring that your information is secure. In order to prevent unauthorised access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect. These include:

- All staff are trained in Data Protection best practice and acceptable uses of ICT
- We have a clear desk and lock PC policy
- All internet activity is monitored by our network engineers and firewall. Application and URL filtering to monitor and control activity on our network. Antivirus software to allow us to proactively monitor activity on college computers. User activity on college machines is recorded
- All visitors are signed in and out of the premises and are always accompanied while they are in College
- Paper records are kept in secure storage with access limited to a small number of staff and are confidentially destroyed at the end of their retention period

Changes to our Privacy Notice

We reserve the right to modify or amend this privacy notice at any time and for any reason, providing it maintains compliance with the General Data Protection Regulation. We will notify any changes to this notice via your recruitment account.