

Privacy Notice - Recruitment

Member of staff responsible:

Drafted by HR

Bursar

Last reviewed October 2022

Next review due October 2023

This policy requires Governor approval

Location: Compliance Officer/Office 365/Website

1. Who are we?

- 1.1 Ashville College (Ashville, the College) is a data controller with registered address at Green Lane, Harrogate, HG2 9JP as defined by Article 4 (7) of the UK GDPR. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have a responsibility to you and your personal data and will only collect and use this in ways which are compliant with data protection legislation.
- 1.2 This notice applies equally to Ashville Trading Ltd, which is a wholly owned subsidiary of Ashville.

2. What information do we collect and why do we require it?

- 2.1 As part of your job application at Ashville, we will need to assess your suitability for the vacancy. This means we need to collect information about you in order to facilitate this.
- 2.2 This information includes, but is not necessarily limited to:
- 2.2.1 your name(s), title, contact details, address and National Insurance number.
 - 2.2.2 ID documents.
 - 2.2.3 eligibility to work documents.
 - 2.2.4 previous employment history.
 - 2.2.5 education and professional qualifications.
 - 2.2.6 membership of professional or government bodies.
 - 2.2.7 referee details.
 - 2.2.8 equalities information (so that we can monitor workplace equality).
 - 2.2.9 any information provided by your nominated referee (which includes any relevant disciplinary actions and/or sickness information).
 - 2.2.10 relevant criminal history data as required to determine suitability for the role.
 - 2.2.11 any other relevant information you wish to provide us.
 - 2.2.12 publicly available information about you such as your business or social media presence.

3. Who do we obtain information from?

Much of the information we process will be obtained directly from your application form. However, we may need to collect data about you from, but not necessarily limited to the following organisations:

- your nominated referees
- the Disclosure and Barring Service
- the Local Authority

4. Who do we share your personal data with?

Generally, we will keep your personal data within the College but in some instances may be required to disclose your personal data to:

- third party assessment providers (in order to facilitate your suitability for a role).
- the Local Authority.
- our governing body.

5. For how long does the organisation keep data?

- 5.1 If your job application is successful, your information will be kept on your personnel file and kept in accordance with other HR retention periods.
- 5.2 If your job application is unsuccessful, your information will be kept for no more than 6 months after the closure of the vacancy and then destroyed securely.

6. What is our lawful basis for processing your personal data?

- 6.1 The College is required to process your personal data, your special category data and your criminal history data for the performance of your employment contract or to take necessary steps to enter into an employment contract.
- 6.2 Ashville is also legally required to collect some information as defined by employment law (i.e., equalities and diversity).
- 6.3 Ashville therefore relies on Article 6(1)(b) and Article 6(1)(e) of the General Data Protection Regulation to process your personal data and Article 9(2)(g) of the General Data Protection Regulation to process your special category data.
- 6.4 To process your criminal history data, Ashville relies on the following conditions under Schedule 1 of the Data Protection Act 2018:
- 1(6) – statutory and government purposes.
 - 5(10) – preventing or detecting unlawful acts.
 - 13(18) – safeguarding of children and individuals at risk.

7. Your rights

Under the UK GDPR you have the following rights in relation to the processing of your personal data:

7.1 Right to be informed

You have the right to be informed about how we will process your personal data. This notice fulfils this obligation

7.2 Right of Access

You have the right of access to information we hold about you. We have up to one month to provide you with the information at no cost to you.

7.3 Right to rectification or erasure

If you feel that any data we hold about you is inaccurate, you have the right to ask us to correct or rectify it. You also have a right to ask us to erase information about you where you can demonstrate that the data we hold is no longer needed by us, or if you feel that we are unlawfully processing your data. Your right of rectification and erasure extends to anyone we have disclosed your personal information to, and we will take all reasonable steps to inform them about your request.

7.4 Right to Restriction of processing

You have the right the request that the processing of your personal data is restricted.

7.5 Right to object

You have a right to object to our processing of your personal data where the basis of the processing is our legitimate interests including but not limited to direct marketing and profiling.

7.6 If you would like to exercise any of these rights, please contact the HR Department at recruitment@ashville.co.uk.

8. Withdrawing consent

Where you have provided your consent to the collection, processing and transfer of your personal data, you may withdraw that consent at any time. This will not affect the lawfulness of data processing based on consent before it is withdrawn. To withdraw your consent please contact recruitment@ashville.co.uk.

9. What if you do not wish to provide personal data?

9.1 In order to process applications, you are required to provide Ashville with your personal data.

9.2 Certain information, such as contact details, your right to work in the United Kingdom and statutory employment checks, have to be provided to enable the College to effectively administer your application. If you do not provide this information, Ashville will not be able to administer your rights and fulfil obligations arising from the recruitment process.