

## Job Applicants and Staff Privacy Notice

Suffolk New College welcomes applicants for posts at the College and cares about the privacy and rights of its existing and previous employees. To enable these processes, we will collect personal information and we are required to ensure that you are aware of how your information will be used.

### 1. What is 'personal information'?

'Personal information' means any information which relates to or identifies you as an individual.

### 2. Who will process my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by Suffolk New College ( [www.suffolk.ac.uk](http://www.suffolk.ac.uk) ). The College's Designated Data Controller is Mary Gleave, Associate Principal at Suffolk New College.

### 3. What personal information will be processed?

The College will use the details you provide on your application form, together with the supporting documents requested and additional details provided by any referees and recorded following any interview or other selection process.

If you are required to undergo certain additional recruitment checks or procedures as part of the job application and offer process (e.g. criminal convictions checks or visa application procedures) additional personal information may be required.

Whilst at the College, some aspects of staff usage of services and facilities at the College will be routinely logged monitored. This includes phone calls, email, database and system access, ID card access systems, etc.

### 4. What is the purpose and legal basis of the processing?

The College will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided and assessing your suitability for the role (including any relevant right to work checks), deciding whether to offer you a job, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To provide statutory returns required by applicable legislation.

- For research and statistical purposes, but no information which could identify you will be published.

If you are a current employee, then we may use the information (including equalities information) you provide in any application you submit to update the employment records we already hold on you. Personal information will be processed under the employment contract for a range of purposes including performance, conduct and compliance with College policies.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application for employment with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Applications decisions are not automated.

Some processing will occur to monitor and ensure the correct functioning of services, systems and facilities for the legitimate interest of ensuring that the College is as safe, secure, reliable and accessible as is necessary to achieve corporate aims.

## 5. Who will my personal information be shared with?

As well as circulating your application and related materials to the appropriate staff at the College, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and necessary, any partners associated with curriculum or service delivery that the College has contract with or partnership/collaboration arrangement with.
- Where relevant and as required, the Disclosure and Barring Service or UK Visas and Immigration in order to administer relevant recruitment checks and procedures.
- Companies or organisations providing specific services to, or on behalf of, the College.

## 6. How is my personal information used if I become a member of staff?

If you are accepted, we will use your personal information for the purposes of employment as per the terms of the Contract of Employment.

## 7. How can I access my personal information?

You have the right to access the personal information that is held about you by the College. Existing staff can use the Staff Subject Access Request form on the College's Staff Intranet. Applicants may contact the College's HR Team 01473 382801 or use the general Subject Access Request form <https://www.suffolk.ac.uk/privacy-policy#sar>

You also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

Note: These rights are not absolute, and are subject to limitations and exemptions under the GDPR. Refer to the Information Commissioners Office for more information.

## 8. How long is my information kept?

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your staff record for the duration of your employment.

If you are unsuccessful, your information will be normally kept for one year after the completion of the application process (except if the person appointed to the post is sponsored under the UK's points-based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a Home Office compliance officer has examined and approved them, whichever is the longer period).

The College maintains a full list of information categories and how long each is kept for which is available upon request for members of the public and job applicants and on the College's Staff Intranet.

## 9. Who can I contact if I have any queries about the information held?

Each service point will have a manager or supervisor who can be queried.

Alternatively, you can also contact the College's Designated Data Controller via this email address [dataprotection@suffolk.ac.uk](mailto:dataprotection@suffolk.ac.uk)

## 10. Will my data be transferred outside of the EEA (European Economic Area)?

The College does not in the normal course of operation transfer data outside of the EEA, although where we make use of cloud services such as Microsoft or Google, we ensure that the companies involved provide GDPR compliance contract clauses or [follow](#) equivalent standards. The College will follow government guidelines as regulations change following the end of UK membership of the EU and its impact on Data Protection regulation.

## 11. Will my data be subjected to automated decision-making?

The College does not currently rely on any automated decision-making on personal data that affects learning or personnel outcomes. The result of any automatic processing of this type of data is only used to inform human decision-making.

This includes reviewing performance, absence, examinations and assessments, etc.

However, we are required to perform automated checking of certain activities for security/safeguarding and acceptable use purposes, such as internet surfing and scanning email to protect the College and its users from unsuitable or illegal content and computer malware and viruses.

In these circumstances, as speed is critical, the automated action of the security/scanning software is accepted. However, appeals can be made to IT Services to unblock websites or create exceptions if there are legitimate reasons approved by senior management.

### 12. What if I want to withdraw my consent?

In the limited circumstances where the College uses your consent as the legal basis for collecting and processing data, you have the right to withdraw consent at any time. Please send an email requests/questions about consent to [dataprotection@suffolk.ac.uk](mailto:dataprotection@suffolk.ac.uk).

### 13. How do I complain?

If you are unhappy with how your information has been processed, please send an email to [dataprotection@suffolk.ac.uk](mailto:dataprotection@suffolk.ac.uk). We will process the complaint in accordance with the College's internal Complaints Procedure and direct your complaint onto the College's Designated Data Controller as necessary.

You can also refer to the UK Information Commissioners Office (ICO) for guidance and information about your Personal Data Protection rights and how to exercise them by following this link:

<https://ico.org.uk>