

### **Recruitment Privacy Notice**

This Privacy Notice has been written to inform prospective employees of Winstanley College about what we do with your personal information.

#### **Who are we?**

Winstanley College is a 'Data Controller' as defined by Article 4 (7) of 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.

The College has appointed the Director of Finance & Resources to be its Data Protection Officer (DPO). The role of the DPO is to ensure that the College is compliant with GDPR and to oversee data protection procedures. DPO's contact details are:

Winstanley College Data Protection Officer  
Conor Edwards  
Winstanley College  
Winstanley Road  
Billinge  
Wigan  
WN5 7XF

[dpo@winstanley.ac.uk](mailto:dpo@winstanley.ac.uk)

01695 633244

\*Please ensure you include the name of the College in all correspondence with the DPO.

#### **What information do we collect and why do we require it?**

As part of your job application Winstanley College will need to assess your suitability for the vacancy. This means that we need to collect information about you in order to facilitate this.

This information includes, but is not necessarily limited to:

- Your name(s), title, contact details, address, and National Insurance Numbers
- ID Documents
- Eligibility to Work
- Previous employment history
- Education and Professional Qualifications
- Membership of professional or government bodies
- Referee Details
- Equalities information (so that we can monitor workplace equality) such as marital status, gender, date of birth
- Any information provided by your nominated referees (which includes any relevant disciplinary actions and/or sickness information)
- Any other relevant information you wish to provide to us

#### **Who do we obtain your 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
- Occupational Health provider/medical clearance provider

### **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 (who may assist the College with the recruitment process)
- Our governing body
- DBS

Sometimes your application may need to be submitted to an assessment panel. These panels could include individuals from other organisations. We will tell you if this is the case.

### **How long do we keep your personal data for?**

| <b>Data held</b>                        | <b>Retention period</b>   |
|---|---|
| If your job application is successful   | Your information will be kept on your HR file and kept in accordance with other HR retention period |
| If your job application is unsuccessful | Your information will be kept for six months  |

### **What is our lawful basis for processing your personal data?**

The College is required to process your personal data and your special category data for the performance of your employment contract or to take necessary steps to enter in to an employment contract.

The College is also legally required to collect some information as defined by employment law (i.e. equalities and diversity).

### **What rights do you have over your data?**

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

- To be informed about how we process your personal data. This notice fulfils this obligation
- To request access to your personal data that we hold, and be provided with a copy of it
- To request that your personal data is amended if inaccurate or incomplete
- To request that your personal data is erased where there is no compelling reason for its continued processing

- To request that the processing of your personal data is restricted
- To object to your personal data being processed

You can exercise any of these rights by contacting: [dpo@winstanley.ac.uk](mailto:dpo@winstanley.ac.uk)

If you have any concerns about the way we have handled your personal data or would like any further information, then please contact our DPO by email or the address provided above.

If we cannot resolve your concerns, you may also complain to the Information Commissioner's Office (the Data Protection Regulator) about the way in which the College has handled your personal data. You can do so by contacting:

First Contact Team  
Information Commissioner's Office  
Wycliffe House  
Water Lane  
Wilmslow  
Cheshire  
SK9 5AF

[casework@ico.gsi.gov.uk](mailto:casework@ico.gsi.gov.uk)  
0303 1231113