

Privacy Notice for applicants of B&FC

Data controller: Blackpool and The Fylde College, Ashfield Road, Blackpool, FY2 0HB

Data protection officer: Paul Dewhurst, Chief Information Officer

As part of recruitment processes Blackpool and The Fylde College (B&FC) collects and processes personal data relating to all job applicants. B&FC is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does B&FC collect?

B&FC collects a range of information about you as part of your application process, including:

- The information you provide us in your CV, covering letter and/or application form;
- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which B&FC needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- Information you provide us during interviews and any other forms of assessment

B&FC may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about race or ethnicity, religious beliefs, sexual orientation and political opinions and your protected characteristics;
- Information about medical or health conditions, including whether or not you have a disability for which B&FC needs to make reasonable adjustments;
- identification to be able to complete a DBS application;
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

B&FC collects this information in a variety of ways. For example, data might be contained in your application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including selection tests and psychometric testing.

B&FC will also collect personal data about you from third parties, such as references supplied by former employers, information from our occupational health provider and

information from criminal records checks. B&FC will seek information from third parties only once a provisional job offer to you has been made and will inform you that it is doing so. By providing the names of referees, you confirm that the referees have given you consent to provide us with their personal data.

Data will be stored in a range of different places, including on our Application Tracking System and on other IT systems (including email).

Why does B&FC process personal data?

B&FC 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 in order to enter into a contract with you.

In some cases, B&FC 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.

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

Where B&FC relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

B&FC processes health information if it needs 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 B&FC 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 or for the purpose of preventing discrimination and/or harassment in the workplace and introducing reasonable adjustments where appropriate.

B&FC is obliged to seek information about criminal convictions and offences. Where B&FC seeks this information, it does so because it is necessary for it to carry out safeguarding obligations and exercise specific rights in relation to employment.

B&FC will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR department, hiring managers involved in the recruitment process, IT staff if access to the data is necessary for the performance of their roles.

Your data will also be stored on our externally provided Applicant Tracking System, HireServe. Additionally, if your information is received by B&FC through a third party recruitment website for example FE Jobs, your data is protected by their privacy statement.

B&FC will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. B&FC will then share your data with former employers to obtain references for you, occupational health provider to obtain medical clearance and either the Disclosure and Barring Service or Personnel Checks Ltd to obtain necessary criminal records checks.

B&FC will not transfer your data outside the European Economic Area.

How does B&FC protect data?

B&FC 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 our employees in the proper performance of their duties. The Applicant Tracking System is an external portal secure through password controls, additionally, your data is protected by their privacy statement.

For how long does B&FC keep applicant data?

If your application for employment is unsuccessful, B&FC 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 destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your electronic employee file and retained during your employment, in accordance with our Privacy Notice for employees, workers and contractors.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require B&FC to change incorrect or incomplete data, you can also amend your own personal details using the Myview self-service dashboard (instructions available on Employees' Portal);

- require B&FC to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where B&FC is relying on its legitimate interests as the legal ground for processing; and
- ask B&FC to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Data Protection Officer, Blackpool and The Fylde College, Ashfield Road, Blackpool, FY2 0HB or by email DataProtectionOffice@blackpool.ac.uk .

If you believe that B&FC has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the B&FC during the recruitment process. However, if you do not provide the information, B&FC may be unable to process your application.

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.

Automated decision-making

B&FC's recruitment processes are not based solely on automated decision-making.

Changes to this privacy Notice

We reserve the right to update this privacy notice at any time, and we will provide you with a new privacy notice when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact the Data Protection Officer using the above contact information.