

## **PRIVACY POLICY – JOB APPLICANTS**

*The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.*

### **1 Policy Statement**

The College has a responsibility under the General Data Protection Regulations (GDPR 2018) to ensure the security and fair use of personal data. As part of any recruitment process, WQE and Regent College Group (WQE) collects and processes personal data relating to job applicants. The College is committed to being transparent about the data that it collects and uses and to meeting its data protection obligations.

### **2 What is ‘personal data’?**

‘Personal data’ includes any information that the College holds about you which identifies you. This includes:

- your name, date of birth and contact details
- details of your qualifications, skills and employment history
- information about your current level of remuneration, including benefit entitlements
- information about your entitlement to work in the UK

sensitive information such as

- your ethnicity
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process

additionally any notes made during the application and interview process.

### **3 How does the College collect and use personal data?**

Your personal data may be collected through.

- Your application.
- Your passport or other identity documents
- Your interview and other forms of assessment
- Third parties such as references supplied by former employers

Most of your personal data is held on WQE systems, and will be visible to relevant staff. We also keep paper copies of some data.

Our primary reason for using your personal data is to process your application. We will need to check your eligibility to work in the UK, and we will use any information on disabilities to ensure we are able to accommodate your needs if you are invited for interview. We will also use your data to make sure we treat everyone fairly and comply with equalities legislation.

## **4 Legal grounds for using your data**

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

We need to process your data to take steps at your request prior to entering into a contract with you. In some cases, we need to process data to ensure that we are complying with our legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the UK before employment starts.

### Special category data

We need to store sensitive data about you known as special category data. This includes your ethnicity and some information on any disabilities you may have; we need a further legal basis for processing this.

Some of this data is processed under the substantial public interest basis in that it is used to monitor our compliance with equalities legislation.

Your health data is processed on the basis of provision of health or social care or medical treatment, which enables us to use your data to provide appropriate support prior to interview or employment. Medical data may also on occasion be used to protect your vital interests in the event of an emergency, or in the event of a legal claim where this may be shared with WQE legal advisors and insurers.

## **5 With whom does the College share your data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process and managers in the business area with a vacancy. We will not share your data with third parties, unless your application for employment is successful and we make you an offer of employment. We will then share your data with former employers to obtain references for you and employment background check providers to obtain the necessary background checks for you to work with children or vulnerable adults.

Where we do share data, we will do so securely and only where we have confirmation from the recipient that they will process your data securely, fairly, and in line with legislation. We will not send your data outside of the European Economic Area.

## **6 How long do we keep your data?**

If your application for employment is unsuccessful, the organisation will hold your data on file for six months after the end of the relevant recruitment process. At the end of that period, your data will be deleted or destroyed. If your application is successful, we will transfer your data to your Human Resources file (electronic and paper based), at which point you will be provided with a new privacy notice detailing retention periods.

## **7 What decisions can you make about your information?**

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

- access and obtain a copy of your data on request;
- require the organisation to change incorrect or incomplete data, although in some cases we may require evidence of the correct information or we may need to check it to be able to change it.
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where WQE is relying on its legitimate interests as the legal ground for processing.

You are under no statutory or contractual obligation to provide data to WQE during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.

## **8 Further information, guidance and contact details**

If you require further information about our use of your personal data, or you have concerns about how your data is being shared, please contact our Data Protection Officer:

[DPO@wqe.ac.uk](mailto:DPO@wqe.ac.uk)

If you are unhappy about the way in which we have used your personal data you should contact the Information Commissioner's Office: [ico.org.uk](http://ico.org.uk)