

## Recruitment Privacy Notice

South Hampshire College Group ("we", "us", or "our") are committed to protecting the privacy and security of your personal data. This privacy notice explains how we collect, use, and protect your personal data during the recruitment process, in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 (DPA 2018).

### 1.0 Data Protection Principles

We will comply with data protection law, which means that the personal data collected as part of the recruitment process will be:

- Used lawfully, fairly and in a transparent manner
- Collected only for valid purposes that are clearly explained to you, and not used in any way which is incompatible with those purposes
- Relevant to the purposes we have told you about and limited only to those purposes
- Accurate and kept up to date
- Kept only as long as necessary for the purposes which we have told you about
- Kept securely

### 2.0 What Information We Collect

During the recruitment process, we will collect the following personal data:

- Contact details: Name, address, email, telephone number, and other contact information.
- Application information: CV, cover letter, and supporting documentation you provide via our application form including information about your employment history, education, skills, qualifications and experience.
- References: Contact details of your referees and any information they provide about you.
- Right to work information: Proof of eligibility to work in the UK (e.g., passport).
- Interview and assessment details: Notes and recordings from interviews, assessments, and other recruitment-related activities.
- Any sanctions or criminal conviction data collected when conducting the relevant pre-employment checks (eg. DBS checks, Teacher Prohibition Checks).
- CCTV footage, if you attend a college site for an in-person interview

### 3.0 How We Collect Your Data

We collect personal data in the following ways:

- **Directly from you:** When you apply for a position, submit your CV, attend interviews, or provide information during the recruitment process.
- **From third parties:** Including recruitment agencies where appropriate for the role, or background check providers.
- **Your named referees:** When we contact previous employers, we collect confirmation of employment and dates, performance and any disciplinary issues

#### 4.0 Purpose of Processing Your Data

We use your personal data for the following purposes:

- To consider your application in respect of a role for which you have applied
- To consider your application in respect of other roles you may be suitable for
- Assess your skills, qualifications, and suitability compared to other candidates
- Carry out background and reference checks, where applicable
- Communicate with you about the recruitment process
- To enhance any information that we receive from you with information obtained from third party data providers
- To find appropriate candidates to fill our job openings
- Keep records related to our hiring processes
- Comply with legal or regulatory requirements

It is in our legitimate interests to decide whether to appoint you to the role for which you are being considered since it would be beneficial to our business to appoint someone to that role.

Having received your CV and covering letter or completed application form, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references and carry out any necessary third-party background checks before confirming your appointment.

#### 5.0 Legal Basis for Processing

We rely on the following legal bases to process your personal data:

**Legitimate interests:** To assess your application and communicate with you during the recruitment process.

**Legal obligation:** To comply with employment law and immigration requirements.

**Consent:** If you have provided us with any optional information (e.g., equal opportunities monitoring data).

#### 6.0 Data Sharing

We may share your personal data with the following parties:

- Recruitment agencies: If they are acting on our behalf.
- Background check providers: To verify the information you have provided and undertake the required pre-employment checks
- Third-party service providers: For hosting and managing our recruitment process, and retaining relevant documentation
- Legal and regulatory authorities

#### 7.0 Data Retention

If your application is successful, your personal data will be retained as part of your employee record and will be processed in line with our Employee Privacy Notice.

If your application is unsuccessful, we will keep your personal data for 6 months following the closure of the recruitment process. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention and transfer policy.

## **8.0 Your Rights**

Under the UK GDPR, you have the following rights regarding your personal data:

**Right of access:** You can request access to the personal data we hold about you.

**Right to rectification:** You can ask us to correct or complete any inaccurate or incomplete data.

**Right to erasure:** You can request that we delete your data, subject to certain legal exceptions.

**Right to restrict processing:** You can ask us to restrict the processing of your data in specific circumstances.

**Right to data portability:** You can request a copy of your data in a structured, machine- readable format.

**Right to object:** You can object to the processing of your data based on our legitimate interests.

To exercise any of these rights, please use the contact details below.

## **9.0 Automated Decision-Making**

We do not make any decisions based solely on automated decision-making, including profiling, during the recruitment process.

## **10.0 Security of Your Data**

We have implemented appropriate technical and organisational measures to protect your personal data from accidental or unlawful destruction, loss, alteration, or unauthorised disclosure. In addition, we limit access to your personal data to those employees, contractors, and trusted third parties who have a business need to know.

## **11.0 International Transfers**

Your personal data may be transferred to and processed in countries outside the UK. If this occurs, we ensure appropriate safeguards are in place in accordance with the UK GDPR. For further information relating to this, please contact us on the details below.

## **12.0 Contact**

If you have questions or wish to exercise your data rights, please contact our Data Protection Officer (DPO) via the DPO Centre Email: [dp@shcg.ac.uk](mailto:dp@shcg.ac.uk)

## **13.0 Concerns or complaints**

If you are concerned about how we handle your personal data, please contact the College in the first instance so we can try to resolve your concern. If you remain dissatisfied, you can complain to the ICO:

Online: [ico.org.uk/make-a-complaint](https://ico.org.uk/make-a-complaint)

Helpline: 0303 123 1113

Post: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF