

Privacy Notice for Job Applicants to Bath College

This page provides information about the use of personal information provided by job applicants to Bath College.

Personal information

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

Who processes my personal information?

The information provided here applies to the use, sharing and disclosure of your personal information by Bath College.

How does my Networkx account work?

If you are applying for a vacancy through the Networkx system, information about how your account works is published separately.

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 process.

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 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 make reasonable adjustments for any disability, as requested by you
- To provide statutory returns by applicable legislation
- For 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.

The College considers the processing of your personal information for the above purposes to be either necessary for 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). 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 the supply of information is marked optional. Applications decisions are not automated.

Who will my information be shared with?

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

- Your referees
- Where relevant, the Disclosure & Barring Service or UK Visa and Immigration in order to administer relevant recruitment checks and procedures
- Organisations providing specific services to the College

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

If you are accepted, we will provide you with a staff privacy notice, as amended from time to time.

How can I access my personal information?

You have the right to access the information that is held about you by the College. Further details are set out in the data protection webpage.

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.

How long is my information kept?

The College stores 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 normally be kept for 6 months after the completion of the application process.

Who can I contact?

If you have any questions about how your personal information is used, or wish to exercise any of your rights, please contact the College Data Protection Officer: dataprotection@bathcollege.ac.uk.

How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Officer at:

Wycliffe House, Wilmslow, Cheshire SK9 5AF (<https://ico.org.uk>)