

RECRUITMENT PRIVACY NOTICE

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1. Aim of Privacy Notice

This Privacy Notice explains how Oak Hill College collects, stores, manages and protects your data during the recruitment process. It outlines the types of data that we collect and how we use it. It also outlines your rights regarding the use of your data.

2. Oak Hill College responsibilities & legal basis for processing your data

Oak Hill College is committed to protecting your personal data. We aim to be clear how we use your personal information, and to not do anything with it you would not reasonably expect. We are the data controller for all the personal data we hold and process, including where we use data provided by another data controller.

Your personal data will be stored securely in our database which is part of Oak Hill College's IT infrastructure and held in accordance with the Data Protection Act 2018. We have appropriate and proportionate security processes and organisational and technical measures in place to help protect your personal information.

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

Whilst the College relies on legitimate interest as the legal basis for processing, where this is not overridden by the interests and rights or freedoms of the data subjects concerned, it recognises that it is not the only lawful ground for processing data. As such, where appropriate the College will sometimes process your data on an alternative legal basis (for example, because you may have given us consent to do so, or to fulfil contractual obligations we may have or exercise specific rights in relation to the employment process).

In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, providing reasonable adjustments to enable an applicant with disabilities to attend an interview.

On occasion if your application is unsuccessful, the College may ask you if they can keep your personal data on file in case there are future employment opportunities for which you may be suited. You are free to withdraw your consent at any time.

If your application is successful the College will need to process data collected during the recruitment process to take steps at your request prior to entering into a contract with you. The College also needs to process your data to enter into a contract with you.

3. Where does Oak Hill collect the data from?

The vast majority of the information we hold is obtained directly from you. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

Should the organisation be using a third party to assist with recruitment then information will be provided from that source.

The College will only seek personal and sensitive data about you from third parties, once a job offer has been made to you and will inform you that it is doing so (for example, references supplied by former employers). Checks will be made via external organisations (for example, for employment background checks including confirmation of qualifications, Disclosure and Barring Service to obtain necessary criminal records checks, medical advice).

On occasion you may be asked to attend Occupational Health to ascertain your fitness for the role.

4. What information do we collect about you?

During the recruitment process the College collects a range of information about you. We only seek as much information as required for each role. This may include:

- name, address and contact details, including email address and telephone number
- qualifications, skills, experience and employment history
- current level of remuneration, including benefit entitlements
- a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- religion or belief for roles with an Occupational Requirement
- medical information
- marital status
- entitlement to work in the UK.

5. How we use your personal information

We will only process your data for the purpose of recruitment and then only to the extent necessary for that specific purpose.

6. Protecting your data & sharing data with third parties

We are committed to holding your data securely and treating it with sensitivity. Data is held securely within the College's IT network and in accordance with the Data Protection Act 2018.

Your information will 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, managers in the business area with a vacancy and site staff. On occasion, with senior roles, your information may be shared with selected Council members involved with the recruitment process.

Unless we have a legal obligation to do so, we will not share your data with third parties, other than those which are acting as agents for the College (for example, organisations providing background checks, immigration advisors). The College will only share as much data as necessary.

We may need to disclose your information to a third party if required by law (for example, law enforcement agencies).

We do not sell to or trade your data with any other organisations.

Although most of the information we store and process stays within the UK, some information may be transferred to countries outside the European Economic Area (EEA). This may occur if, for example, one of our trusted partners' servers are located in a country outside the EEA. Where these countries do not have similar data protection laws to the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law.

7. How long we keep your information

If your application for employment is unsuccessful, the College will hold your data on file for up to one year after the end of the relevant recruitment process. If, on request, you agree to allow the College to keep your personal data on file, the College will hold your data on file for a further year for consideration for future employment opportunities. At the end of that period or if you withdraw your consent, your data is deleted or destroyed.

If a resident labour market test is conducted as part of a Tier 2 General (new hire work permit) application, documentation of not only the suitable candidate but short listed candidates will be kept on file for 7 years in case of a Home Office compliance audit. Unnecessary information (for example, contact details, interests, copies of passports taken at interview) will be redacted or destroyed. Successful candidates will have some personal information (for example, name, date of birth, qualifications, rate of pay) shared with the UK Visa & Immigration and may have information shared with legal advisors who are assisting in the immigration process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held, will be provided to you in a Staff Privacy notice.

8. Your rights & how to contact us

We will always try to ensure that the data we hold for you is up to date, reasonable and not excessive. You will always have the right to:

- Be informed as to how we use your data (via this Privacy Notice)
- Access or request a copy of the data we hold about you
- Update, amend or rectify the data we hold about you

- Change your communication preferences at any time to restrict how we process your data, or opt out of some or all communication intended for College Alumni
- Ask us to remove your data from our records
- Withdraw consent, where it is used as a legal basis for processing
- Object to or restrict the processing of your information for any of the purposes outlined above.

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

If you have any questions about this Privacy Notice, your data rights, or would like to receive a copy of the information we hold about you, please contact the Director of Operations & Finance at the address below.

If you have a concern about our handling of personal data, then please contact us, via the Director of Operations & Finance at the address below, so that we can discuss this with you and rectify the situation.

Director of Operations & Finance
 Oak Hill College
 Chase Side
 London, N14 4PS
 Tel: 020 8449 0467

You can also make complaints directly to the Information Commissioner’s Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.

From time to time, we may use your information for new purposes not currently described in this Privacy Notice. If our information practices change at some time in the future, we will always post the policy changes on this page.

9. Document Control

Date last approved	Autumn 2018
Approving Committee	Data Protection
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Previous reviews	