

# Sarum College Privacy Notice For job applicants

Sarum College and our trading subsidiary, Sarum College Services Ltd., ("Sarum"), "we", "us" or "our") are committed to protecting and respecting your privacy.

This Privacy Policy (and any other documents referred to in it) sets out the basis on which we will process and use any personal information about our job applicants (including volunteers) that we collect from them, that they provide to us, or that we collect from third parties. It does not form part of a contract of employment.

We are legally obliged to protect personal information that we collect and use under the Data Protection Act 2018, (the "DPA") and the General Data Protection Regulation (EU) 2016/679, (the "GDPR"). For the purposes of the DPA and the GDPR we are the data controllers and are located at 19 The Close, Salisbury SP1 2EE.

Our data protection compliance manager is Christine Nielsen-Craig, Director of Marketing and Communications, 01722 424812 and cnc@sarum.ac.uk.

Please read and retain this notice, together with any other privacy notices we may provide on specific occasions when we are collecting or processing personal information you, so that you are aware of how and why we are using such information and what your rights are under the data protection legislation.

### **The information we hold about you**

We will collect, store, and use the following categories of personal information about you:

1. Personal contact details such as name, title, addresses, telephone numbers and email addresses.
2. Name and location of previous and current workplaces; start and end dates and reasons for leaving as applicable.
3. If your candidacy for employment progresses beyond the interview stage, we will also collect recruitment information including right to work documentation, references and/ other information included in an application form, CV or cover letter.

### How we collect your personal information

We will collect personal information about you through the application and recruitment process. This will be directly from you, through an employment agency and from former employers.

### How we will use the information about you

We need some or all the categories of information in the list above primarily to allow us to make a decision about your recruitment or appointment and to enable us to comply with our legal obligations. In some cases, we may use your personal information to pursue legitimate interests of our own or those of third parties, provided your interests and fundamental rights do not override those interests. The situations in which we will process your personal information are listed below.

We will use your particularly sensitive personal information about your physical or mental health, or disability status, to ensure your health and safety in the workplace and to assess your fitness to work, to provide appropriate adjustments during the application process.

### If you fail to provide personal information

If you fail to provide certain information as requested we may not be able to continue the recruitment process or we may be prevented from complying with our legal obligations (such as to ensure the health and safety of our workers).

### Change of purpose

We will only use your personal information for the purposes for which we collected it, unless we reasonably deem it needed for another reason that is compatible with the original purpose. If we need to use your personal information for an unrelated purpose, we will notify you and we will explain the legal basis which allows us to do so.

Please note that we may process your personal information without your knowledge or consent, in compliance with the above rules, where this is required or permitted by law.

### Data sharing

We will share your personal information with third parties where required by law, where it is necessary to administer the working relationship with you or where we have another legitimate interest in doing so.

Third-party service providers carry out the following activities: pension administration, benefits provision and administration, and IT services. All third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies and for specified purposes and in accordance with our instructions.

We may share your personal information with other third parties, for example in the context of the possible sale or restructuring of the business. In this situation we will, so far as possible, share anonymised data with the other parties before the transaction completes. Once the transaction is completed, we will share your personal data with the other parties if and to the extent required under the terms of the transaction.

### Data security

We have appropriate security measures to help prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. Details of these measures are available upon request by contacting us using the details above.

### Data retention

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. To determine the appropriate retention period for personal data, we consider the amount, nature, and sensitivity of the personal data, the potential risk of harm from unauthorised use or disclosure of your personal data, the purposes for which we process your personal data and whether we can achieve those purposes through other means, and the applicable legal requirements.

### Your duty to inform us of changes

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

## Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

1. Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
2. Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
3. Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
4. Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground.
5. Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.

## Request the transfer of your personal information to another party

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Christine Nielsen-Craig, in writing.

## 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.

If you have any questions about this privacy notice, please contact Christine Nielsen-Craig by email, [cnc@sarum.ac.uk](mailto:cnc@sarum.ac.uk).

If you have any complaints regarding this Privacy Policy you may also contact the UK Information Commissioner at telephone number 0303 123 1113 or <https://ico.org.uk/>.