



STAFF RECRUITMENT PRIVACY NOTICE

Gateway College is committed to protecting the privacy and security of personal data.

This privacy notice has been prepared in accordance with the General Data Protection Regulation (EU) 2016/679 (“**GDPR**”) and the Data Protection Act 2018.

Our Data Protection Officer is the Vice Principal (Resources). If you have any questions about this policy or the ways in which we use your personal information, please contact our Data Protection Officer.

This notice sets out how Gateway College collects, uses and shares your personal information and your rights in relation to the data we hold.

THE INFORMATION WE COLLECT

Gateway College collects the following categories of information:

- personal information, i.e. name, current address, telephone numbers, email address, date of birth, Teacher reference number;
- details of your previous employment including job title, start and end dates, notice period, reason for leaving;
- details of your educational history and qualifications including grades;
- information about your current level of remuneration;
- special category information such as gender, marital status and ethnicity;
- confirmation of your right to work in the UK, nationality and residency.

HOW WE USE YOUR PERSONAL INFORMATION

The purposes for which we may use your data (including sensitive data) that we collect during the recruitment process enables us to:

- make reasoned decisions regarding recruitment and employment at the College;
- enable the development of a comprehensive picture of the workforce and how it is deployed;
- inform the development of recruitment and retention policies;
- for management of contracts when an offer of employment is made.

WHO HAS ACCESS TO YOUR DATA

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR team and the interview panel involved in the recruitment process.

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, employment background check providers to obtain necessary background checks, and other regulatory bodies.

HOW LONG WE KEEP YOUR PERSONAL INFORMATION

We hold application forms and recruitment data for six months after the date of interview.

The data of the successful applicant is governed by the College's privacy statement for staff.

YOUR RIGHTS OVER YOUR PERSONAL INFORMATION

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

- access and obtain a copy of your data on request;
- require the College to change incorrect or incomplete data;
- require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing;
- object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the Human Resources department.

When you applied for this role, you provided consent to us processing your personal information for the purposes of the recruitment exercise.

You have the right to withdraw your consent for processing for that purpose at any time. To withdraw your consent, please contact the College. Once we have received notification that you have withdrawn your consent, we will no longer process your application and, subject to our retention policy, we will dispose of your personal data securely.

WHAT IF YOU DO NOT PROVIDE PERSONAL DATA?

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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

CONTACT DETAILS

If you have a concern about how Gateway College collects, stores or uses your personal data, we request you raise concerns with the Data Protection Officer in the first instance. Alternatively, you can contact the Information Commissioner's Office at:

<http://www.ico.org.uk/concerns>

Write to us: Data Protection Officer
Gateway College,
Colin Grundy Drive
Hamilton
LEICESTER
LE5 1GA

Call us: 0116 2744 500

Email us: admin@gateway.ac.uk