



PRIVACY NOTICE: APPLICANT/PROSPECTIVE GOVERNORS

The Data Protection Act 1998 and General Data Protection Regulation (UK GDPR)

As part of any recruitment and selection process, Craven College collects and processes personal data relating to voluntary role applicants. The College is committed to being transparent about how it collects, uses, stores and deletes that data and to meeting its data protection obligations.

Craven College will use the information provided by prospective Governors in a manner that conforms with the Data Protection Act 1998, the General Data Protection regulation 2018 and the Human Rights Act 1998

What information does the College collect?

The College collects a range of information about you.

This includes:

- Your name, address and contact details, including email address and telephone number(s)
- Details of your qualifications, skills, experience and employment history
- Equality monitoring information including: age, whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment and selection process, gender identity (gender reassignment), marital status, race/ethnicity, religion/belief, sex, and sexual orientation
- Information about your entitlement to reside in the UK
- Information about criminal records, in accordance with the Rehabilitation of Offenders Act 1974.

The College may collect this information in a variety of ways. For example, data might be received via application forms, CVs, obtained from your passport or other identity documents, or collected through our selection process.

The College may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The College may apply for references for applicants invited to attend a selection process; however, we will only approach those individuals in accordance with your consent, as indicated on your application form

Data will be stored in a range of different places by the Director of Governance, and on other IT systems (including email).

Why does the College process personal data?

The College needs to obtain and process data prior to potentially appointing you as a Governor.

The College then needs to process your data to enter into a working relationship with you.

In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check applicants' eligibility to serve as a Governor in the UK to ensure that any applicant who is successful in a selection process can legally be offered to serve the College.

The College has a legitimate interest in processing personal data during recruitment and selection processes, and for keeping records of these processes. Processing data from volunteer applicants allows the College to manage the recruitment and selection cycle, assess and confirm candidates' suitability for voluntary positions and decide who to appoint as a governor. The College may also need to process data from applicants to respond to and defend any legal claims.

The College will process special categories of data, such as equality monitoring information, to monitor recruitment activity and to ensure that we are receiving applications for governor vacancies from a wide variety of candidates, and to remove, as far as reasonably practicable, any barriers within our recruitment and selection processes.

The College will collect information about whether or not applicants are disabled, in order to make reasonable adjustments for candidates who have a disability. The College processes such information to carry out its obligations and exercise specific rights in relation to employment and the Equality Act 2010.

For all roles, the College is obliged to seek information about criminal convictions and offences. The College is required to obtain information regarding criminal records because of the nature of our organisation and in relation to the safeguarding of young people in our care, and other members of the College community.

For how long does the College keep data?

Retention of records is based on the principle that your personal data will not normally be kept for longer than is broadly necessary. The College operates within statutory and best practice timescales for the retention of data.

If your application is unsuccessful, the College's standard approach is to retain your personal data on file for a period of six months. After six months or any other period of time as applicable (if consent for retaining personal data is withdrawn), your personal data will be deleted from electronic record management systems. Any information retained in hard copy form will also be destroyed after six months.

If your application for governor appointment is successful, personal data gathered during the recruitment and selection process will be transferred to your governor file and retained for the duration of your term of office or period in which you are engaged to work with the College (and for six years post-term in the event that you leave).

Who has access to data?

Your information may be shared internally for the purposes of the recruitment and selection exercise. At shortlisting stage, those involved in the short-listing process will only have access to your application form and not your personal data including your name, sex and other personal (and protected) characteristics. If you are short-listed and invited to attend a selection event, those involved in the selection process will be provided with your name and a copy of your application form (excluding your personal data). As a general summary, only the Director of Governance will have access to all your personal data; others who may have access to some of your personal data, because of their involvement in the selection process, include members of the Board and the Principal and Reception staff.

The College will not share your data with third parties, other than former employers or other named individuals for the purpose of obtaining references to inform selection decisions. In the event that your governor application is successful, the College will then share your data with relevant third parties including the Department for Education (DfE), Education and Skills Funding Agency (ESFA) and the Disclosure and Barring Service (DBS) to obtain necessary criminal records checks.

How does the College protect data?

The College takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by relevant employees in the proper performance of their duties.

As an applicant your personal data is retained by the Clerk to the Corporation. The College ensures that the Clerk – the data handler - is appropriately informed and trained in handling sensitive personal information.

Your rights

As a data subject, you have several rights.

You can:

- Require the College to change incorrect or incomplete data
- Access and obtain a copy of your data on request
- 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 believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during our recruitment and selection processes. However, if you do not provide the information that is requested, the College may not be able to process your application properly or at all, which is likely to limit your chances of success in applying to be a Governor at the College.

Automated decision-making

Recruitment and selection processes are not based on automated decision-making

Further information

If you have any questions regarding this Privacy Notice, or would like to exercise any of your specified rights, please contact: Julie Ferguson jferguson@craven-college.ac.uk

Director of Governance: Susan Francis

Email address: sfrancis@craven-college.ac.uk

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.