



BRADFIELD COLLEGE

Privacy Notice: Job Applicants at Bradfield College

Bradfield College is a 'Data Controller' as defined by the Data Protection Act 2018. This means that we determine the purposes for which, and the manner in which, your personal data is processed. We have responsibilities to you and your personal data and will only collect and use your data in ways which are compliant with data protection legislation. This document sets out what personal data we will gather and hold about individuals who apply for a position with us, why we process that data, who we share this information with, and your rights in relation to your personal data processed by us.

- When you apply for employment at Bradfield College we may collect, retain, share and otherwise use the following about you during your application process and this may include the following:- the data contained in your application form including your email address, telephone numbers and address);
- information regarding your criminal record;
- identification documents and work permits;
- details of your referees;
- whether you are related to any member of our workforce; and
- details any support or assistance you may need during the interview process because of a disability.

If you are invited for interview, and depending on the position that you have applied for, we will also collect the following during the recruitment process:

- Qualifications and information about previous academic and/or your employment history including details of any conduct, grievance or performance issues, time and attendance and appraisals from references obtained about you from previous employers and/or education establishments,
- Results of online searches including Teacher status, whether you are subject to a prohibition from teaching order and any other relevant checks including management checks and
- Interview notes.

We use this data to verify and assess your application and suitability for the position. Without providing us with this information, or if the information is not satisfactory, then we will not be able to proceed with any offer of employment.

Our lawful basis is our legal requirement to keep children safe in education and our legitimate interest.

If your application is unsuccessful, we will retain your personal data for six months, after which time it is securely deleted. All physical documents containing your personal data will also be shredded.

We will not share information obtained during the application process with third parties, other than professional advisors such as a legal advisor. All individuals have the right to request access to personal data that we hold about them. To request access to personal data, individuals should contact:

Data Managers Office
Bradfield College,
Bradfield
Berkshire
RG7 6AU

Email address: - gdpr@bradfieldcollege.org.uk

Individuals also have the right to:

- Access their data;
- Rectification or erasure of the data;
- Restriction of processing or to object to the processing of their data;

If you are concerned about how we are using your personal data, or for queries related to this notice, please contact the Data Manager's Office. You also have a right to lodge a complaint to the Information Commissioner's Office at <https://ico.org.uk/make-a-complaint/data-protection-complaints/>

Bradfield College is also known as St Andrew's College, Bradfield