

Applicant Privacy Notice

East Riding College (ERC) is committed to protecting your privacy. In this document we set out why we collect information, what we do with information and what your rights are. Personal information or data is any information that can be used to identify you as an individual.

Who is the Data Controller?

East Riding College is the Data Controller and the Director of Human Resources is the acting Data Protection Officer. We have notified the Office of the Information Commissioner of our data processing activities: our Data Protection Notification number is Z6977440. We comply with relevant data protection legislation including the General Data Protection Regulation (GDPR).

The lawful basis for obtaining and using your personal data

One or more of the legal bases for East Riding College to process your data are where:

- *Consent* of the data subject is given (GDPR Article 6a)
- Processing is necessary for the *performance of a contract* with you, the data subject, or to take steps to enter into a contract (GDPR Article 6b)
- Processing is necessary for compliance with a *legal obligation* (GDPR Article 6c)

What personal information does the College collect?

'Personal information' means any information which relates to or identifies you as an individual.

1. We collect the following personal data in order to process your application.
 - Details about yourself including your name, date of birth and gender
 - Information about your nationality and residency, and previous address if applicable
 - Information about medical or health conditions, including whether or not you have a learning difficulty or disability or if you have an Education, Health and Care Plan (EHCP).
 - Ethnicity
 - Contact details, to communicate effectively with you – including address, telephone number and email address
 - Details of your previous qualifications, employment and educational history
 - Household information
 - Employment information including current employment and for Apprentices we also collect details of previous employment, contracted hours and job role.
 - Information relating to any student loans you may take out to fund your course or bursary applications.
2. We collect data about criminal convictions in order to protect vital interests of others and also in order to carry out our duty to support those with a conviction.
3. We collect emergency contacts details (we will assume that you have the consent of the individuals before you supply their contact details to us).

How do we collect your data?

Most of the information is collected directly from yourself via an application form. ERC may request further information from you to support your application. ERC will also use any information provided by your referees and any information recorded following the interview process.

Where do we store your data?

Data will be stored in a range of different places, including the learner management information systems, on paper stored in secure places, or on electronic documents within a secure network. The College takes the security of your data seriously. The College has internal policies and controls in place to try to ensure that your data is not lost,

accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties. The Data Handling, Security and Communications policy is available to view on our website.

Why do we need your data?

The College collects and processes personal data relating to applicants to effectively manage your application and any associated processes.

Who has access to the data?

Your information may be shared internally, including with any ERC staff who need the data to provide services to the applicant. This will include special categories of data where appropriate. The College shares your data with third parties where there is a legal or statutory obligation, including local councils for relevant learners.

How does the College use your information?

The information will be used for purposes relating to education, training, employment, transport, general advice services, well-being and research. The College may share non-sensitive personal information about you with other organisations, for example the Local Authority (see below), for these purposes. We do not share your information for purposes that are incompatible, such as product marketing.

Data regarding employment status and benefits is used to assess your eligibility for fee remission or support.

Sensitive personal information you provide (e.g. disability or ethnicity) may be used by the College for the purposes of equality of opportunity, support for your studies and to minimise risk. It may also be used anonymously for statistical purposes. The College will ask your permission before sharing sensitive information with other organisations, unless the sharing is permitted by law and necessary.

Contact details will not be used for marketing or survey purposes without your consent, which can be withdrawn at any time. However the college will use the contact information to contact you in order to carry out our duties to you.

The College will not sell your personal data to third parties.

How long will the College keep your data?

Data will be held as long as is necessary to fulfil our duty as a college. Any data provided by consent may be deleted on request.

What rights do you have?

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request (Please complete a Subject Access Request Form)
- 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 stated 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. The College will only use “legitimate interests” as grounds for processing in a very few situations

Where the processing of your data is based on your consent, you have the right to withdraw this consent at any time.

If you would like to exercise any of these rights or for further information, please contact the data protection officer at dataprotection@eastridingcollege.ac.uk or contact the College reception.

How do I make a complaint?

If you wish to make a complaint about how your data has been handled you may do so by ERC’s Data Protection Officer at dataprotection@eastridingcollege.ac.uk.

If you are not satisfied with the response you receive, or you believe your data is not being processed in accordance with the law, you should contact the office of the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).

What if I do not provide personal data?

Failure to provide the data required will result in us not being able to process your application. Failure to provide other information (except that requiring consent), for example learning difficulty information, may result in the college being unable to provide the standard of service we would wish to provide.

Automated decision making

There are no fully automated decision making processes at East Riding College.

When was this document last updated?

The document was last updated on 18th May 2018. The College will keep this Privacy Notice under regular review and reserve the right to change it as necessary or if required by law. Any changes will be immediately posted on the website.