

NORTH EAST  
SCOTLAND  
COLLEGE



# STAFF RECRUITMENT

## PRIVACY NOTICE



**North East Scotland College (NESCol) is providing you with this information so you know how we collect personal data (information) about you, what we do with it and why. This document – our NESCol staff recruitment privacy notice – will tell you about our processing and about the rights you have in relation to how we use your data. It will also provide you with the details of who to contact if you have any questions or concerns.**

## **WHO ARE WE?**

NESCol is responsible for looking after the personal data you give us when you are employed with us. We are known as the 'data controller'. Our address is:

Gallowgate  
Aberdeen  
AB25 1BN

Our Data Protection Officer (DPO) is Marcelyn Akun and you can contact her by email at: [dataprotection@nescol.ac.uk](mailto:dataprotection@nescol.ac.uk)

## **WHY DO WE COLLECT AND USE INFORMATION ABOUT YOU?**

When you apply for a job with NESCol your personal data is provided to the College as part of the recruitment process. We will use your information to:

- Verify your identity and communicate with you about your application
- Assess your application against the requirements of the role
- Check your eligibility to work in the UK
- Verify your qualifications and experience
- Obtain information about relevant criminal convictions or offences
- Obtain references
- Make reasonable adjustments to the recruitment process for candidates who have a disability
- Meet our requirements for equal opportunities monitoring

## **OUR LAWFUL BASIS FOR THE PROCESSING**

We use your information for recruitment on the basis of:

Contract - the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant employment contract.

Legal obligation – to adhere to the requirements of the Immigration, Asylum and Nationality Act 2006

Legal obligation – to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010.

## **WHAT INFORMATION DO WE COLLECT ABOUT YOU?**

As part of the recruitment and selection process NESCol will we collect and use:

- Your name, date of birth and age
- Your home address, phone number(s) and email address
- Your marital status
- Your qualifications and skills
- Your employment history and experience
- Information about your current level of remuneration, including benefit entitlements

• Information about your entitlement to work in the UK – your immigration status

• Whether you have a relationship to any member of staff

We also ask for some 'special category data', which means information which is more sensitive. We will ask you about:

- Sexual orientation
- Gender and gender reassignment
- Religious or other beliefs
- Race/ethnicity
- Disability and health data (including mental health)

## **HOW DO WE COLLECT INFORMATION ABOUT YOU?**

We collect this personal information about you in a variety of ways. Our main method is through MyJobScotland, an online recruitment system operated and controlled by the Convention of Scottish Local Authorities (COSLA) on behalf of its member organisations. You can find the MyJobScotland privacy notice on its website ([www.myjobscotland.gov.uk/privacy-and-cookies](http://www.myjobscotland.gov.uk/privacy-and-cookies)), along with further information on how your data is used.

NESCol will also collect information from you from other sources you provide, such as CVs or resumes, your passport or other identity documents, information shared at interviews or other forms of assessment.

The College will also collect personal data about you from third parties, such as references supplied by former employers or as personal references, information from criminal records checks (eg via Disclosure Scotland) and Home Office checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

## **WHO YOUR INFORMATION WILL BE SHARED WITH AND WHY?**

Applicant information entered onto the MyJobScotland website is stored in a database (e-recruitment solution called TalentLink) managed by Lumesse on behalf of the Convention of Scottish Local Authorities (COSLA). The College is given limited access to this database (Talentlink) in order to process your application for a vacancy. Once the closing date has been reached, your submitted application information will be made available to the College, which will handle your data in line with this privacy notice.

Your information will then be shared internally for the purposes of recruitment. This includes members of the People Services (HR) team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The College will also share your data with former employers to obtain references for you and with Disclosure Scotland to obtain necessary criminal records checks.

Information in respect of your health may be gathered via pre-employment health check by the College's Occupational Health provider.

Information may also be shared with the College's immigration solicitors where required. This is to determine eligibility to work in the UK and to assist prospective employees to obtain a certificate of sponsorship where required to do so.

## HOW LONG DO WE KEEP YOUR DATA?

If your application for employment is unsuccessful, NESCol will hold your data on file for 6 months after the end of the relevant recruitment process, unless otherwise required to comply with legal obligations or to exercise or defend against any legal claims. At the end of that period, your data will be securely deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment and will then be held in line with the College's data retention schedule.

Equal opportunities monitoring information will be kept in line with the College data retention schedule.

The College's online recruitment system, MyJobScotland, has a separate privacy statement outlining its retention periods.

## DO WE USE AUTOMATED DECISION MAKING PROCESSES, INCLUDING PROFILING?

NESCol does not use any automated decision-making in relation to recruitment and selection.

### Your rights

You have legal rights about the way NESCol manages and uses your personal data. You can:

- Ask for a copy of your data, free of charge
- Ask us to change any data held about you that is incorrect or incomplete
- Ask us to stop using your personal data until it is rectified.
- Ask for the use of your data to be restricted
- Ask us to erase your data (known as the right to be forgotten)
- Tell us that you have changed your mind if you have previously given consent for your information to be used for a particular purpose
- Ask us for a portable electronic copy of your data (data portability)

Not all of these rights are absolute, which means they may only apply in certain circumstances. The NESCol website has more information on your rights and you can also contact our Data Protection Officer for help.

## DPO AND CONTACT DETAILS

If you have any questions about the processing of your personal data or your rights as a data subject you should contact the NESCol Data Protection Officer in the first instance, using the contact details given above.

You can also contact the Information Commissioner's Office if you think that your data is not being processed in accordance with Data Protection legislation. Their helpline is 0303 123 1113 and their website is at [www.ico.org.uk](http://www.ico.org.uk)



T: 0300 330 5550  
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