



DATA PROTECTION STATEMENT: JOB APPLICANTS AND CANDIDATES FOR ELECTION TO COLLEGE MEMBERSHIPS

Statement regarding the use of personal information

Purpose	This Data Protection Statement explains how the College handles and uses information we collect about job applicants and those applying for election to College membership.		
Author	JNER	Date	21.05.2018
Replaces	New statement		
Approved by	Governing Body	Date	21.05.2018
Next Review date	Currently under review		

Legal basis for collecting your personal information

1. This statement explains how Corpus Christi College (“we” and “our”) handles and uses information we collect about applicants (“you” and “your”) for jobs, senior memberships and Fellowships. In broad terms, we use your data to manage your application to the College and our subsequent recruitment or election processes.
2. The controller for your personal information is Corpus Christi College, Trumpington Street, Cambridge, CB2 1RH. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS Ltd), 12B King’s Parade, Cambridge, 01223 768745, college.dpo@ois.cam.ac.uk. OIS Ltd should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement.
3. The person within the College otherwise responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal information, is the Data Protection Coordinator, dpc@corpus.cam.ac.uk.
4. The legal basis for processing your personal data is that it is necessary in order for you to enter into an employment contract with us, or for you to enter into membership of the College, where you will be subject to the College’s governing documents.
5. When changes are made to this statement, we will publish the updated version on our website and notify you by other communications channels as we deem appropriate or necessary.

How your data are used by the College

6. Your data are used by us in the first instance solely for the purposes of considering your suitability for employment or election and for us to manage our recruitment processes, including our monitoring of equality and diversity within the College.
7. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact HR (hr@corpus.cam.ac.uk) or the Master's Executive Assistant (masters-EA@corpus.cam.ac.uk) as appropriate in the first instance, or Mrs Jenny Reavell, Data Protection Coordinator, Corpus Christi College, Cambridge (dpc@corpus.cam.ac.uk).
8. The College holds the following personal data relating to you, in line with the purposes above:
 - a. (*) personal details, including name, contact details ('phone, email, postal address);
 - b. (*) your application form and associated information submitted by you at that time;
 - c. other data relating to your recruitment (including references we take up as part of the recruitment process, any pre-employment assessment of you, and any assessment of you at any informal or formal interview);
 - d. any occupational health assessments and/ or medical information you have provided, and related work requirements;
 - e. (*) evidence of your right to work in the UK (e.g. copies of your passport);
 - f. (*) information relating to your age, nationality and gender
 - g. (*) information relating to you religion or beliefs, sexual orientation and ethnicity which you choose to share during the recruitment process; and
 - h. any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful).
9. Data marked with (*) above relate to information provided by you, or created in discussion and agreement with you. Other data and information is generated by the College or, where self-evident, provided by a third party.
10. We will not access personal data about you from social media sites, unless there is a legitimate interest for us to do so (for example, the role you have applied for has a significant public-facing element to it, or is involved with publicity and presenting us to the general public). Consequently, we do not routinely screen applicants' social media profiles but, if aspects of your social media profile are brought to our attention and give rise to concerns about your suitability for the role in question, we may need to consider them.
11. For certain posts, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence. Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

Who we share your data with

12. Other than to contact referees as noted above, your information is not shared with other third parties without your written consent. Generally, personal data are not shared outside of the European Economic Area, unless requested by you.

13. We may be subject to a legal requirement (with or without your consent) to share your personal information with some government agencies under special circumstances (e.g. relating to crime or health and safety), such as the police or security services or other statutory authorities with investigatory powers. Where possible, the College will notify you of its intention to share such information in advance.
14. If you are successful in your application, the data are subsequently held as part of your employment or membership record with us.
15. If you are unsuccessful in your application, we retain all data and information for no more than twenty-four months after the closing date of the application process.
16. In either case, where the post has required a “resident market test” (needed if the post is open to applicants from outside the European Union), the College will retain the application records of any shortlisted candidates for the duration of the sponsored post and twenty-four months thereafter.

Your rights

17. You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your information electronically to a third party (data portability).
18. Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them, for example where there is an overriding legal requirement to keep such data.
19. Failure to provide the information reasonably requested of you may result in an automatic disqualification from the recruitment process.
20. If you have questions or concerns about your personal information, or how it used, please speak to the relevant College staff in the first instance. If you need further guidance, please contact the Data Protection Coordinator (dpc@corpus.cam.ac.uk).
21. You can also contact The Data Protection Officer for the College at the Office of Intercollegiate Services Ltd (OIS Ltd), 12B King’s Parade, Cambridge, 01223 768745, college.dpo@ois.cam.ac.uk.
22. If you remain unhappy with the way your information is being handled, or with the response received from us or the Data Protection Officer, you have the right to lodge a complaint with the Information Commissioner’s Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).