

## **Data Protection Policy** **Applicants for Staff and Senior Member Posts**

### **How we use your personal information – *Job applicants and candidates for election to College memberships***

This statement explains how King's College ("we" and "our") handles and uses the 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.

The Data Controller for your personal data is King's College, King's Parade, Cambridge, CB2 1ST. The Data Protection Officer for the College is the Office of Intercollegiate Services 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. 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 data, is the Freedom of Information Officer, foi@kings.cam.ac.uk.

The Networkx recruitment software used on the College website is supplied by IRIS Software Group Limited. They are a Data Processor for the purposes of the UK data protection legislation; they will only process your data in accordance with our instructions.

IRIS can be contacted at: 4th Floor Heathrow Approach, 470 London Road, Slough, England, SL3 8QY.

The legal basis for processing your personal data is that it is necessary either 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.

### **How your data is used by the College**

Your data is used by us for in the first instance solely for the purposes of considering your suitability for employment or election, for corresponding with you about your application(s) and for us to manage our recruitment processes, including our monitoring of equality and diversity within the College.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at hr@kings.cam.ac.uk.

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);
- 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 an 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, gender, and ethnicity;
- G any correspondence relating to the process and/or outcome of the recruitment process (either successful or unsuccessful).

Those marked with an \* relate to information provided by you. Other data and information is generated by us or, where self-evident, provided by a third party.

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.

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**

The data you submit through our recruitment website Networkx is shared (on a Data Processor basis) with IRIS Software Group Limited which is a UK corporation and subject to UK data protection legislation.

We use DocuSign for digitally signed documents. You may be required to sign a contract, offer and/or other documents if you are successful. You will not have to create an account with them and we only pass on the minimum amount of data required to allow them to carry out their operations. Their privacy policy is available at <https://www.docusign.co.uk/company/privacy-policy>

We do not share with other third parties without your written consent, except in an anonymised form if required by law (e.g. under the Freedom of Information Act). Generally, personal data is not shared outside of the European Economic Area.

If you are successful in your application, the data is subsequently held as part of your employment or membership record with us.

If you are unsuccessful in your application, we retain all data and information for nine months after your last application or after you deactivate your Networkx account, whichever is later. We reserve the right to retain some data for recruitment management purposes which will be anonymised where possible.

### **Your rights**

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 data

electronically to a third party (data portability). 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.

Failure to provide the information reasonably requested of you may result in an automatic disqualification from the recruitment process.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>

Document Details		
Responsible Officer	First Bursar (via College Data Protection Lead)	
Original Date	15 May 2018	
Next Review Date	April 2026	
Version Control		
Version No.	Approval Date	Change Description
V1	15.5.2018	First issue.
V2	18.1.2019	Added that we share data in an anonymised form if required by law.
V3	24.10.2023	Transfer of existing policy to pro-forma. Updates for web application interface, and reflecting legislative change.
V3.1	02.05.2024	Changed title to 'Applicants for Staff and Senior Member Posts'
V3.2	06.04.2025	Updated to include Networx recruitment software