

JOBS PORTAL PRIVACY POLICY

This policy applies to <https://jobs.halesowen.ac.uk/>

The purpose of the Jobs Portal is to enable candidates to apply for vacancies at Halesowen College.

Halesowen College recognises the importance of honest and responsible use of your personal information. This Policy will explain how your information is collected, used and stored once you enter it into the Jobs Portal. Information from the application form will only be used for the purpose to recruit for a specific job and will not be passed to anyone else, outside of the process.

APPLICATIONS

Electronic applications when received are stored securely in an on-premise database and saved for processing in a controlled network share which has been access limited to only those involved in the recruitment process. Successful on-line application form data will be transferred to the College's HR system. Personal information pertaining to unsuccessful or abandoned applications will be not be retained beyond either the College's 6-month appeals period or a user-initiated request for erasure.

WHAT TYPE OF INFORMATION IS COLLECTED?

PERSONAL INFORMATION

Information which on its own or in combination with other information, allows identification of an individual.

SENSITIVE PERSONAL INFORMATION

Personal information relating to race or ethnic origin, gender, health or medical conditions, or the commission or alleged commission of offences (or related proceedings). The term personal information includes sensitive personal information where the context so admits.

WHAT INFORMATION DOES THE JOBS PORTAL COLLECT FROM APPLICANTS?

Where you choose to provide personal details to us, we may collect the following personal information from you:

- once you have created an account - your provided password and e-mail address combination or the unique identifier of the social media account which you used to authenticate
- your full name, title and gender
- your contact details
- employment and personal and educational details you choose to provide to us as part of creating a profile as part of your account and/or any application for employment, any employee or governmental identity number, your date of birth, place of birth, nationality, personal or professional interests, employment history and salary details
- information necessary for legal compliance (including details of disability);

HOW LONG DO WE RETAIN APPLICANT/APPLICATION DATA?

- User accounts will by default remain accessible to both you and the Human Resource department for processing if you have previously applied for a vacancy and the closing date of that vacancy is within the past six months or you have accessed their account within the past 30 days.

- If you do not access your account for a period of more than 30 days or more, your account will be subject to automated erasure if any of the following conditions are met:
 - You have previously applied for a vacancy and the closing date of that vacancy is beyond six months old.
 - You have not applied for a vacancy within 30 days from the date of account registration.
- You can request erasure of your own account held within the vacancies system at any point in time. This will result in your account credentials being removed, and all personally identifiable information being anonymised.
- Data belonging to either existing College staff members or successfully converted applicants, that is no longer controlled by the vacancies system will not be subject to either automatic or manually invoked erasure from within the vacancies system. Erasure of this information will need to be processed by the policies enforced within the owning system.

All personally identifiable information will be anonymised or removed where applicable. Non-identifiable equality and diversity information will be retained and used for statistical monitoring only.

PROCESSING APPLICANT DATA FOR SHORT-LISTING

All applicant's names are transferred to a shortlisting grid which is completed by individuals involved in the shortlisting process. This data is kept on the same secured location alongside the applications during processing. We will not process your information for any other purpose.

We will not use your provided contact or account information for marketing purposes. The Jobs Portal will however notify you of application status updates via your provided contact email address should you choose to provide one.

Applicants' data is kept for at most six months on the HR shared drive and within Halesowen College jobs portal database unless one of the previously mentioned conditions is met.