



Selwyn College Cambridge

How we use your personal information

Job Applicants and Candidates for Senior Membership of the College

This statement explains how Selwyn College (“the College” “we” “Selwyn” “us” “our”) handles and uses data we collect about applicants for jobs and candidates for election to Fellowship positions (“you” and “your”). In broad terms, Selwyn uses your data to manage your application to the College and subsequent recruitment or election process.

The controller for your personal information is Selwyn College, Grange Road, Cambridge CB3 9DQ. The Data Protection Officer for the College is the Office of Intercollegiate Services Ltd (OIS) 12b King’s Parade, Cambridge. (Tel: 01223 768745 / Email: 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 College Data Protection Lead, who may be contacted at bursar@sel.cam.ac.uk

The legal basis for processing your personal data is that it is necessary for being a candidate for a role, to enter into an employment contract with the College, or for you to enter into senior membership of the College, where you will be subject to its governing documents.

How your data is used by the College

Your data is used by the College for in the first instance solely for the purposes of considering your suitability for employment or election and for the College to manage its recruitment processes, including the monitoring of equality and diversity within the College.

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 the College takes 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*** Any information relating to your age, nationality, gender and gender reassignment, religion or beliefs, sexual orientation, ethnicity, disability and marital status.
- G** Any correspondence relating to the 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.

The College 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, the college does 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. Details of the College's social media guidelines are available in the Staff Use of IT Policy (Paragraph 11, Use of Social Media).

For certain posts, the College 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 the College complies fully with the DBS Code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. The College recognises that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

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

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact the College Data Protection Lead: bursar@sel.cam.ac.uk

Who we share your data with

Information is not shared with other third parties without your written consent. 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. Further details are available at: <https://www.sel.cam.ac.uk/about/finances-and-governance>

If you are unsuccessful in your application, we retain all data and information for no more than six months after the closing date of the application process. The names of those who applied for College Fellowships may be retained permanently. In either case, where the post has required an application for a visa for the right to work in the UK, the College will retain any relevant data to comply with the points-based immigration system regulations

Your rights

You have the right: to ask the College 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 the College reserves the right to discuss with you why it might not comply with a request from you to exercise them.

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

College Data Protection Lead
Last updated: December 2021