



Privacy Notice: Job Applicants and Candidates for election to College membership

How we use your personal information

This privacy notice explains how Christ's College ("the 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.

The controller for your personal data is Christ's College, St Andrew's Street, Cambridge CB2 3BU. The designated Data Protection Officer appointed by the College under UK GDPR is Intercollegiate Services Limited (ISL, dpo@isl.colleges.cam.ac.uk).

Your primary contact for all data protection matters is the College Data Protection Lead (CDPL), dpa@christs.cam.ac.uk. This is the same address to contact if you want to exercise any of your data protection rights, including requesting copies of personal data the College holds about you, or making a complaint about how the College has managed your personal data.

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.

This privacy notice is reviewed regularly to reflect any changes to the College's processing activities, including further processing of personal data beyond original purposes. When changes are made to this privacy notice, we will publish the updated version on our website.

How your data is used by the College

Your data is 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. If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at dpa@christs.cam.ac.uk or the postal the address given above.

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 qualifications and right to work in the UK (e.g. copies of your passport);
- F* information relating to your age, gender, sexual orientation, marital status, religion or belief, race, ethnicity, nationality, and any disability including neurodiversity and caring responsibility;
- 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.

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 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 or their agents or proxies 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

Information is not shared with third parties without your written consent.

If you are successful in your application, the data is subsequently held as part of your employment or membership record with us for a period of seven years after leaving the College.

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.

Your rights

You have the right to ask us for access to, rectification or erasure of your personal information; to restrict processing (pending correction or deletion); to object to communications; and to ask for the transfer of your personal information 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.

If you have questions or concerns about your personal information, or how it is used, please speak to the relevant College staff in the first instance. If you need further guidance or want to make a complaint, please contact the CDPL using the details given above.

If you remain unhappy with the way your information is being handled, or with the response received from us, 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/>).