

PRIVACY STATEMENT

As part of the recruitment process, we collect and process personal data relating to job applicants and store it in accordance with the UK Data Protection Act 2018.

Inverness College UHI is committed to ensuring that the processing of personal data is only undertaken in the legitimate operation of the College's business.

The kind of information we process about you:

We may collect, store, and process the following categories of personal information:

- Application data, including name, title, address, telephone number, personal email address, date of birth, gender, employment history, qualifications, experience and eligibility to work in the EU.
- Any information you provide to us during an interview.

We may also collect, store and process the following "special category" data:

- Your race or ethnicity, religious beliefs and sexual orientation.
- Your health, including whether you consider yourself to have a disability.
- Criminal convictions and offences.

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the work/role.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.
- To determine whether to offer you a position.

The legal basis for processing personal data in this context is:

- Processing is necessary for the performance of a contract to which you are party or in order to take steps at your request prior to entering in to a contract;
- Processing is necessary for compliance with a legal obligation to which the college/controller is subject;
- Processing is necessary in order to protect your vital interests or those of another natural person;
- Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the college/controller.

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully.

We will use special category data in the following ways:

- Health and disability status - to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether

adjustments need to be made during a test or interview or to the role applied for.

- Race or nationality or ethnic origin, religious, philosophical or moral beliefs, or your sexual life or sexual orientation, to ensure meaningful equal opportunity monitoring and anonymised reporting.

Data Security

Access to your personal information is limited strictly on a need to know basis.

Your personal data will be retained for a maximum period of 6 months from the last contact with you as an applicant. We retain your personal information for that period:

1. so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way; and
2. on the basis that a further opportunity may arise in future and we may wish to bring this to your attention (in which case we may seek your expressed consent to retain your information for a little longer).

After this period, we will securely destroy your personal information in accordance with our data retention policy.

Your Information Rights

Under data protection legislation, you have information rights. In the context of our recruitment processing of your personal data, your rights are:

1. The right to be informed – this means we let you know how we are processing your data
2. The right of access – you have the right to see/receive a copy of the information we hold and process about you.
3. The right to rectification – if you believe the data we are processing to be incorrect, you have the right to ask for the records to be rectified.
4. The right to restrict processing – in certain circumstances you can request your data is not processed <https://ico.org.uk/your-data-matters/your-right-to-limit-how-organisations-use-your-data/>

You can exercise these rights by contacting the college's Data Controller data.controller.ic@uhi.ac.uk