

## Privacy Policy

### How we use your personal information

We will collect enough personal information in order to provide you with services for the following purposes.

#### 1. Processing an application for employment and associated pre-employment checks

We will collect your information to process your application(s) to any job applied to via our online Jobs page or any job application made directly to AECC University College in another format. This information will be used to consider your application for the advertised role and to contact you about your job application. If you are successful in your application this information will be used to create and maintain your employment record.

The data may include your name, age, address, e-mail address, your employment history, education history and other relevant information. This may also include sensitive personal information if you choose to provide it. Sensitive personal information will not be used for any other purpose than equality and diversity monitoring purposes.

#### 2. Use of online jobs page

You may choose to use our online jobs page to store your personal and employment information securely in an online account to more easily apply for future roles advertised on the website. You are in control of this information and may delete the information we store by logging into your online account.

You may also choose to receive job alerts by email to notify you of advertised jobs that meet your specified requirements.

We automatically collect statistical data about usage patterns on our website using [Google Analytics](#). The information does not relate to you as an individual and cannot be used to identify you. It is collected to provide us with an understanding of the areas of interest on our website.

We are not permitted to collect information we do not need or will not use. This document covers information you have provided direct to the University College and information which has been shared with us by other organisations.

If we don't need your personal information we will either keep your details anonymous, if we already have it for another service or we won't ask you for it. If we use your personal information for research or analysis, we will always keep your details anonymous or use a fake name.

We don't sell your personal information to anyone else.

#### **The legal basis for using your information**

According to the General Data Protection Regulations (GDPR) and the Data Protection Act 2018, we must have a reason to collect and use your information.

This will be:-

- To deliver services and support you
- To enable us to manage the services we provide
- To train and manage our workers who deliver those services
- To investigate any worries or complaints you may have about our goods or services
- To check the quality of our goods and services
- To help with research and planning of new services.

There are a number of legal reasons why we need to collect and use your personal information. For this service one or more of the following may apply:

- (i) Contract: you have entered into a contract with us.
- (ii) Consent: you, or your legal representative, have given explicit consent.

Our service also needs to use sensitive personal data also called “special category data” which requires more protection to keep it safe. This is often information you would not want to be widely known and is very personal to you. It includes:-

- Sexuality or sexual health
- Religious or spiritual or philosophical beliefs
- Ethnicity
- Physical or mental health
- Trade union membership
- Political opinions
- Genetic or biometric data
- Criminal history

We will take extra care of this data. The legal reason for us to collect and use this personal information is:

- a) it is necessary to perform our statutory duties or it is required by law and it is necessary for employment purposes
- b) In some instances, we might also use it for statistical analysis, diversity monitoring, and/or to assess the success of our advertising campaigns, for example.

Employees who successfully obtain a position will be employed directly by AECC University College. AECC University College will be the Data Controller in relation to your data.

We have an appointed Data Protection Officer, who can be contacted via [dpo@aecc.ac.uk](mailto:dpo@aecc.ac.uk)

Our Recruitment system is supplied and hosted in the UK for AECC University College by MHR International UK Limited, Ruddington Hall, Loughborough Road, Ruddington, Nottingham, NG11 6LL. MHR is the Data ‘Processor’ for any personal data that you provide to us.

MHR will process your personal data in line with all applicable laws including the Data Protection Act 1998 and the Data Protection Act 2018 and General Data Protection Regulations (GDPR). The Data Protection Officer may be contacted directly by sending an email to [dpo@mhr.co.uk](mailto:dpo@mhr.co.uk).

## What information do we collect?

We collect and process a range of information about you. This includes;

### Personal details:

- your name, address and contact details, including email address and telephone number, date of birth and National Insurance number
- information about medical or health conditions, including whether or not you have a disability and information on whether we need to make reasonable adjustments
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief

### Employment details:

- the terms and conditions of your current employment
- details of your training and qualifications, skills, experience and employment history, including start and end dates, with us and any previous employers
- information about your remuneration, including entitlement to benefits such as pensions
- details of professional membership numbers or similar

### Pre-employment background checks:

- information about your nationality and entitlement to work in the UK including visa details

We may collect this information in a variety of ways. For example, data might be collected through application forms, CVs or resumes, obtained from your passport or other identity documents such as your driving licence, from forms completed by you during the application process, from correspondence with you, or through interviews.

## Why do we process your personal information?

Your information will be used to help us determine how suitable you are for employment by AECC University College.

Some special categories of personal information, such as information about health or medical conditions, are processed in order to carry out employment law obligations (such as those in relation to employees with disabilities).

In some instances we process other special categories of personal information, including but not limited to; ethnic origin, sexual orientation, health or religion. In some cases this will be done for the purposes of equal opportunities monitoring.

In some cases, we need to process personal information to ensure that we are complying with our legal obligations. For example, we required to check an employee's entitlement to work in the UK and to comply with health and safety laws.

The personal information we have collected from you will not be shared, but will be used to verify your identity.

Further details of how your information will be used by us, and your data protection rights, can be found by writing to us at DPO, AECC University College, Parkwood Road, Bournemouth, BH5 2DF.

We won't contact your current employer without your permission.

## Who has access to your personal information?

We use a range of organisations to either store personal information or to help deliver our services to you. Sometimes we have a legal duty to provide your personal information to other organisations, for example the court service or HMRC.

We may share your information with other departments – to a recruiting manager or their authorised representative(s) to assess your job application

We may also share your personal information with these organisations if conducting pre-employment checks ahead of your employment:

- Civil & Corporate
- Disclosure and Barring Service
- Home Office
- Dorset Healthcare Occupational Health & Wellbeing Service

We may apply to third party organisations specified by you on your application form for the purpose of seeking previous employers' references. This will only include sufficient personal information for the organisation to be able to identify you (name, national insurance number and/or date of birth). If you become an employee then your information will be processed as detailed in the Data Protection Policy 2019, which is available on the staff intranet.

Your information will not be disclosed to any other organisations, except where we are required and allowed to by law.

## How do we protect your personal information?

We take the security of your personal information seriously; we have internal policies and controls in place to try to ensure that your information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the performance of their duties.

Where we engage with third parties to process personal information on our behalf, we do so by complying with all applicable data protection laws; and comply with the agreement, including in particular the obligation to implement appropriate security measures and process the information only for the purposes set out in that Agreement.

## For how long do we keep your personal information?

For successful applicants, any information that you've submitted in your application will form part of your employee record. We keep records and documentation for six years after your employment has ended. We have to keep some of your information for longer periods to comply with the law. Details of retention periods for different aspects of your personal information are available in our retention policy.

For unsuccessful candidates, application forms and other personal information will be retained for 6 months from the date of the employment decision.

Your account on the online Jobs page will hold any information you choose to store on your account until such time as you delete it or ask us to delete it.

## Your rights

As a data subject, you have a number of rights. You can, in certain circumstances:

- access a copy of your personal information on request
- request that we change incorrect or incomplete personal information
- request that we delete or stop processing your personal information, for example where the information is no longer necessary for the purposes of processing and
- object to the processing of your personal information, including where we are relying on our legitimate interests as the legal ground for processing.

If you give consent for us to use your information, you may withdraw this at any time. However, this may affect our ability to continue to provide you with a service.

If you would like to exercise any of these rights, please contact [recruitment@aecc.ac.uk](mailto:recruitment@aecc.ac.uk)

## Further Information

If you have a concern about how we are using your information, we would ask you to contact us in the first instance using the address below:

Human Resources  
AECC University College  
Parkwood Campus  
Parkwood Road  
Bournemouth  
BH5 2DF

## Data Protection Officer

If you are not satisfied with a response to your concerns from the Service, our Data Protection Officer, Rhonda Card, can review any issues regarding Information Rights legislation if necessary. The Data Protection Officer can be contacted at the address below:

Data Protection Officer  
AECC University College  
Parkwood Campus  
Parkwood Road  
Bournemouth  
BH5 2DF



**AECC**  
University College

## Information Commissioner

If you believe that we have not complied with your data protection rights, you can contact the Information Commissioner at [www.ico.org.uk](http://www.ico.org.uk) or by telephone 0303 123 1113

## Automated decision-making

Employment decisions are not based solely on automated decision-making.