



Privacy Notice for employees and job applicants

This privacy notice explains how the college use your personal information. If you have any questions about the way we use your personal data, please contact our Data Protection Officer on 0161 330 2330 or by email to carolyn.wright@asfc.ac.uk.

Your personal information is used by us to process your application for employment with the college, and as is necessary for the performance of your employment contract with the college and/or is necessary for the purposes of exercising or performing any right or obligation which is conferred or imposed by law on the college in connection with your employment.

How do we process your application?

During the application process, your information is held and processed within our internal human resources system. The information you submit is held securely and only accessed by those people involved in the recruitment process.

What information do we collect about you?

We collect information from you when you apply for employment at the college. Once you are employed, the information we collected at application is updated where necessary during the employment process. The information we collect includes your name, address, contact details, date of birth, employment history and education. We will also take your photograph for security purposes, and will keep a record of emergency contact details. During your employment with us, we will record your financial details to enable us to pay your salary.

How will we use information about you?

We will use the information you provide at application to keep you updated on the progress of your application. If you enter into a contract of employment with us, the information provided will be used for administrative purposes such as corresponding with you and paying your salary.

During your time with us, new information about you will be created in your employment records, for example, absence information, maternity or paternity information and performance development reviews. Your photograph may be displayed within the College, and may be used on marketing materials internally and externally for up to 3 years.

Your information will be securely destroyed after it is no longer required for these purposes, in accordance with our retention policy. You can request a copy of this policy from the college's data protection officer.

Special Categories of Information

The college will also ask you to provide information relating to your ethnicity and any health or other needs you may have. This information is used to ensure that we meet our obligations under the Equality Duty and provide support to you as required during your employment at the college.

We may be provided with information about you (for example, attendance data) by your previous employer.

Under data protection legislation, explicit consent must be received to process special categories of data, including ethnicity and health needs, and you will be requested to consent to this processing during the application process. If you do not do so, we may be unable to offer you a contract of employment and may withdraw any offer already made. If you would like to discuss this further, please do not hesitate to contact us.