



# HUDDERSFIELD NEW COLLEGE

**Appointment of Chief Financial Officer and  
Assistant Principal: Finance and Estates**





# WELCOME

## **Chief Financial Officer and Assistant Principal: Finance and Estates**

Dear Applicant,

Welcome to your potential future career with Huddersfield New College – or as we are more often known, HNC!

I would like to thank you for your interest in the post of Chief Financial Officer and Assistant Principal: Finance and Estates. This short pack shares more about the position and our award-winning College.

This is a vital appointment for our outstanding College. As a College, we face well recognised particular financial pressures and we are looking for a motivated and talented individual who can ensure we successfully navigate these.

This appointment is vital to ensuring our services are available for generations to come. We are determined that despite real-term cuts to funding, our young people will experience no drop in the quality of experience they receive. Through a strategic and innovative approach to our finances, we believe we can ensure that we can continue to transform the lives of young people.

Now is an exciting time to be joining HNC. This position is available due to retirement and our new applicant will enjoy the privilege of taking on a role within a College that has ensured that its finances are as robust as possible. The DfE has confirmed we are in outstanding financial health. However, there is ample opportunity for our new leader to transform our systems to ensure we can be even more robust, and deliver our services creatively to an even higher standard. We are looking for someone with dynamic ideas and working practices, who can strengthen our College and safeguard us for the future.

I am proud to be HNC, and all of our staff share a common goal; to ensure we transform lives. All of our staff want to make a positive difference to the lives of young people. Working here can be at times demanding, but also incredibly inspiring and rewarding – particularly when we genuinely see young people achieving their dreams, sometimes in the face of some real challenges.

We recognise and reward their exceptional hard work, and fully support our colleagues. You can expect to be joining a welcoming community, with first class CPD, and fantastic resources to carry out a first class job. If you are inspired by the moral purpose to our work and feel you have the skills to ensure HNC continues to be a sustainable College that can respond to an ever changing landscape, we would love to hear from you.

Finally, I would like to say that I do appreciate the time it can take to apply for jobs. If you do decide to apply, I appreciate your investment of time, and whatever the outcome, I wish you well in the future.

Yours faithfully,

Angela Williams OBE  
Principal



# ABOUT HUDDERSFIELD NEW COLLEGE

Huddersfield New College (HNC) is the TES Sixth Form College of the Year 2019, an Ofsted outstanding provider and the Number 1 Organisation in the UK for Equality and Diversity.

These awards recognise the exceptional outcomes our students achieve, and how the life-changing opportunities available to them transform their futures.

HNC is unique, with nationally leading results. This short summary information provides some background information you may find useful in relation to your application for the position of Chief Financial Officer and Assistant Principal: Finance and Estates.

## **A UK leading, award winning institution**

We are an Ofsted outstanding institution, with a range of awards that reflect how our young people enjoy an experience that ensures they achieve their ambitions. Points of interest include:

- Our Class of 2018 achieved record breaking results with a 100% pass rate at A Level and BTEC and a 66% high grade rate (A\*-B or equivalent)
- For three years running we have been named the UK Organisation of the Year for Equality and Diversity in the National Centre for Diversity Grand Awards – against competition from large public sector organisations and blue-chip companies
- In 2019 we have been named as the Sixth Form College of the Year 2019, and we are currently shortlisted for a range of additional awards including multiple categories in the Educate North Awards and BTEC College of the Year
- Nearly 8 in 10 of our students progress to university, despite the fact that 35% of our young people come from deprived backgrounds
- 95% of our students and parents would recommend HNC to others

## **Transforming lives, staying competitive**

We are here to provide a life-changing experience for all young people. We work hard to ensure that HNC is a College that students want to come to, and work hard to ensure our sustainability can be maintained through an effective recruitment and retention strategy.

We take a strategic, long term approach to recruitment that is proactive, rather than reactive, to ensure our income streams are stable. HNC is one of three major local post-16 provider options in Kirklees, and students also join us from neighbouring authorities. A dedicated team manage relationships with schools and a programme of marketing, supporting individual departments with targeted recruitment activity.

At all levels it is recognised the sustainability of our College is key in delivering this fantastic experience, maintaining our College's outstanding status and ensuring that our services are available for generations to come. We understand that investment in our services so that we can be proactive and can constantly innovate is vital.

## **Excellent financial health**

We are in exceptionally strong financial health, despite the well recognised issues with educational funding.

We are full supporters of the Sixth Form Colleges Association's Raise the Rate campaign. Our students receive the lowest rate of funding compared to students in other institutions, and as a stand-alone provider, we also pay VAT and do not have access to certain elements of funding.

Careful financial management has ensured that we have remained sustainable and continued to provide an outstanding service. However, we know that there are further challenges ahead. This post is vital to us future proofing our services, and ensuring our vision of an outstanding experience for all is maintained.

Our new appointment will help us to achieve this by building on the work of their retiring predecessor, including by ensuring we are using the latest and most innovative financial systems and processes to make sure we are financially robust, making cost savings to invest in new areas and realising any opportunities available. The post holder will benefit from a supportive team of SLT and Governors, who will support the identification of risks and opportunities.

## **The Campus**

Our fantastic facilities support our recruitment and include a Sports Hall and Sports Barn, Multi Gym, Media Editing Suite, Childcare and Education Suite and an onsite Costa Café. Recent works saw the introduction of a Starbucks Café, increased social space, and a redeveloped Learning Resource Centre.

With strategic responsibility for estates, the postholder will help ensure our Campus is responsive to the demands and needs of our students, including where we can capitalise on recruitment opportunities through remodelling of our available provision.

## **The team**

The Finance team comprises of a Payroll and Pensions Manager and a Finance Procurement Manager. In addition to providing a finance and pay function, the team also provide a range of services to students such as the sale of bus passes and taking payment for trips. We are currently looking at ways we can improve the efficiency of these services, for example through looking at more cashless provision for students.

Our Estates team is managed by an experienced Estates Manager. The Estates Manager leads on the general management of Campus and implementation of any redevelopment plans. The Estates Manager also manages a team of staff responsible for the general running and cleanliness of the College.

### Being an HNC colleague

HNC is genuinely a supportive and welcoming place to work. We understand that happy, healthy staff are ones that can excel in their work. Working at a College can be really demanding, but we also believe that a work life balance for employees is vital. HNC is an incredibly rewarding environment where you will be part of something that transforms lives! You can expect:

- Support for health and well-being including a Staff Well-Being Programme which offers activities such as Christmas wreath making, a charity running club and social events
- Childcare Support Scheme
- Ample free onsite parking, and a pleasant working environment
- Staff voice is crucial at HNC, and we run regular surveys and panels and work closely with the relevant unions
- Access to an external counselling service and our onsite services for students such as Locala



## SOCIAL MEDIA

If you'd like to explore HNC in more depth, our social media accounts are a great place to start.



[www.facebook.com/huddnewcoll](http://www.facebook.com/huddnewcoll)



[www.twitter.com/huddnewcoll](http://www.twitter.com/huddnewcoll)



[#huddnewcoll](https://www.instagram.com/huddnewcoll)

You can sign up to our termly newsletter at <http://tinyurl.com/ybqlj48a> to keep up to date with news and stories from HNC.



# MISSION STATEMENT AND VALUES

## Mission Statement

**Our mission is to provide a high quality sixth form education, in a friendly, supportive and diverse learning environment.**

## Our Values

### **AMBITIOUS:**

for our students to realise their full potential

### **SUPPORTIVE:**

of our students' personal growth and development into rounded, resilient young adults, ready for whatever their future holds

### **PASSIONATE:**

about making a positive difference for our students through education

### **INSPIRING:**

our students with a love of learning, to help them succeed

### **RESPECTFUL:**

of our students' individual strengths, gifts and differences

### **ENCOURAGING:**

our students to be the best that they can be

## Our Behaviours

### **AMBITIOUS:**

I have high expectations of myself and others

I challenge myself and others to go beyond what is easy and comfortable

### **SUPPORTIVE:**

I go out of my way to help and support others

I recognise others for what they've done and celebrate their successes

### **PASSIONATE:**

I work really hard to make a positive difference

I am persistent and I do not give up!

### **INSPIRING:**

I act with integrity

I am a good role model for others

### **RESPECTFUL:**

I treat others as I would like to be treated

I can be trusted to do what I say I will do

### **ENCOURAGING:**

I show that I genuinely care about others

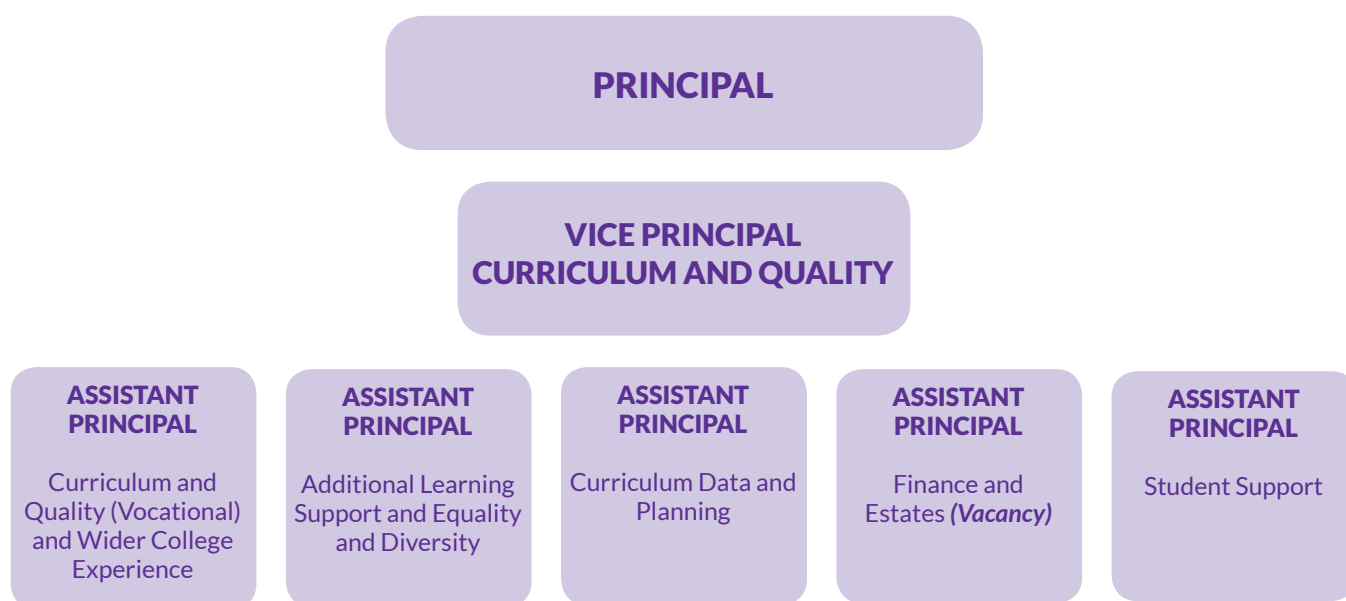
I look for the best in others and help them to see the best in themselves





# STRUCTURE OF THE SENIOR LEADERSHIP TEAM

The structure diagram below sets out the current SLT structure in the College. Each member has core areas for which they are responsible, and they work collectively to ensure an outstanding experience for each and every student. The Assistant Principal: Finance and Estates will join a team that is collaborative, honest and lives by the values and behaviours we expect of our students and staff.





## JOB DESCRIPTION

Huddersfield New College (HNC) is the TES Sixth Form College of the Year 2019, an Ofsted outstanding provider and the Number 1 Organisation in the UK for Equality and Diversity.

These awards recognise the exceptional outcomes our students achieve, and how the life-changing opportunities available to them transform their futures.

The sustainability of our College is key in delivering this fantastic experience, maintaining our College's outstanding status and ensuring that our services are available for generations to come.

Could you be the strategic financial leader we are looking for? We need a highly motivated and efficient individual with the accountancy and future proofing skills to ensure our College can navigate the current and future financial challenges the education sector faces. We are ideally looking for someone with the financial acumen that means we not only safeguard our services, but also deliver a continuously improving experience to thousands of young people.

As part of this, you will manage our Estates team to ensure that our Campus is not only cost-effective, but is prepared and ready to respond to changes in the curriculum, and the needs of our students. In addition, that it is welcoming and accessible to all.

It is a particularly exciting time to be joining HNC, and this position has become available due to retirement. The successful applicant will lead an oversubscribed institution confirmed to have outstanding financial health, but who will still have ample opportunity to implement systems and processes which ensure we remain financially robust, and also deliver our services creatively to an even higher standard.



If your financial expertise and significant experience of strategic planning and managing financial operations could help us to move forward and deliver our vision of an outstanding education and experience for all students today and in the future, we would love to hear from you.

For an informal discussion about this role or to arrange a visit, please telephone Michelle Bates, Executive Assistant (01484 504602).

**Salary:** SFCA Leadership Spine Level 10-12 £56,252-£58,984 (18/19 pay award pending)

**Closing Date:** Friday 10<sup>th</sup> May 2019. Midday

**Interview Date:** Week beginning Monday 13<sup>th</sup> or Monday 20<sup>th</sup> May 2019

**Start Date:** Thursday 1<sup>st</sup> August 2019, or as soon as possible thereafter

### **Key focus: Provision of high quality support services to the College**

All staff are expected to contribute fully to the shared objective of supporting the provision of high quality education and support to maximise students' achievements, as detailed in the College's vision: To remain an outstanding Sixth Form College, providing high quality sixth form education for all our students, enabling them to fully realise their potential, develop as responsible young adults, and progress successfully, and with confidence, to further learning and their future career.

The Chief Financial Officer will be responsible for the financial sustainability and development of Huddersfield New College. The post-holder will provide high quality leadership and management of the College's finance function to enable the College to run smoothly, efficiently and effectively in the delivery of the College's Vision, Mission and strategic objectives.

The post-holder will lead the promotion and delivery by the whole organisation of good financial management, so that public money is safeguarded at all times, and used appropriately, economically, efficiently and effectively.

As Chief Financial Officer, the post-holder will have responsibility for all financial matters relating to the College. In addition, the post-holder will have the strategic responsibility for the development and management of the College Estate.

### **Responsible for**

Director of Estates

Finance and Procurement Manager

Payroll and Pensions Manager

### **Duties and Responsibilities**

In the first instance, your responsibilities are outlined below. As the needs of the College change, you will be expected to take on or relinquish responsibilities as directed by the Principal.

### **Strategy and Planning**

1. To advise the Principal and the Corporation on all matters relating to the financial strategy, on the impact of their decisions on the financial position of the College, and on strategic matters, within the framework for financial control determined by the Corporation, ensuring the financial stability of the College

2. To prepare, in conjunction with the SLT, medium and long term financial plans and annual budgets, and to contribute to the College's strategic planning process

3. To contribute to the update of the College's Risk Register
4. To support the communication and understanding of potential risks to the College to Governors and staff

### **Management and Leadership**

1. To uphold good governance and ethical behaviour, including good accounting practices in the finance function and ensure the College upholds good accounting, reporting and internal control systems
2. To implement, monitor and review systems for financial planning and control including the upkeep of a manual of appropriate procedures, to ensure compliance with various external regulations including filing deadlines regarding PAYE, ESFA, DfE, HMRC, Charity Commission and Companies Acts
3. To advise on the development and implementation of the College's Financial Regulations and Standing Orders and to ensure that the College operates in accordance with current taxation law and within the requirements of the ESFA and its financial memorandum and the College's Financial Regulations
4. To provide high level guidance and support on financial matters relating to the College
5. To prepare monthly management account reports, monthly budget reports and monthly cash flow projections
6. To prepare the financial accounts
7. To present a monthly financial report and summary of issues to SLT
8. To deliver any appropriate staff and governor training
9. To develop, manage and ensure the security of accounting systems and procedures
10. To advise the Principal and the Corporation (as appropriate) if fraudulent activities are suspected or uncovered
11. To prepare and present financial reports to the Finance Committee and the Corporation
12. To monitor and control the budgetary process and to advise the Principal, SLT and Governors on action to be taken to ensure the effective management of the budget
13. To advise on banking procedures and ensure the efficient function of the banking process
14. To lead the tendering process for internal and external auditors (usually every 3 to 5 years)
15. To advise and oversee the college's treasury management
16. To prepare annual accounts for audit and publication and in doing so liaise with external auditors
17. To make necessary arrangements and preparations for internal and external audit visits
18. To oversee the payroll process and to ensure the payroll function over the summer
19. To lead on the management of budgetary arrangements for and reports to budget holders
20. To develop and apply appropriate costings mechanisms for both core curriculum and other activity
21. To lead on Funding for Student Support and High Needs

22. To have lead responsibility for the Funding Agreement with the ESFA

23. To encourage good procurement procedures and practices throughout the College, and report at least annually to the Corporation on Value for Money matters

24. To maintain and develop relationships with key stakeholders including auditors, bankers and the regulatory bodies

### **Quality Assurance**

1. To undertake appropriate benchmarking exercises to ensure value for money/best value

2. To ensure that issues from Audit reports are addressed in an effective and timely manner

3. To contribute to the college Self-Assessment process through the production of an annual Self- Assessment Report and Quality Improvement Plan for Finance and to oversee the same for Estates and Health and Safety

### **Estates and Facilities**

1. To develop the College's Estates strategy and to lead on the consideration of options for the maintenance and development of the estate going forward

2. To ensure that estates development at all levels of magnitude deliver a cost effective and timely solution to provide value for money/best value for the College

3. To work closely with the Director of Estates to ensure that the College site and facilities are appropriate to need, that the environment is well maintained, and that the College complies with its statutory health and safety obligations

4. Together with the Director of Estates to maintain and develop income streams generated through the hire of the College's facilities

5. To be a member of the College's Resources group (chaired by the Deputy Principal)

6. To ensure that appropriate inventories are maintained of the College's physical assets

### **Other Responsibilities, including but not limited to the following**

1. To coordinate and support, as appropriate, the accessing of external (non ESFA) funding, such as Erasmus funding

2. To lead and manage the College's contract for Transport for students, securing the bus companies, and ensuring Value for Money/Best Value for the College and students

3. To lead and manage the College's contract for Catering, including leading on the tender process, to ensure Value for Money/Best Value for the College and for students

4. To lead on all matters regarding Insurance

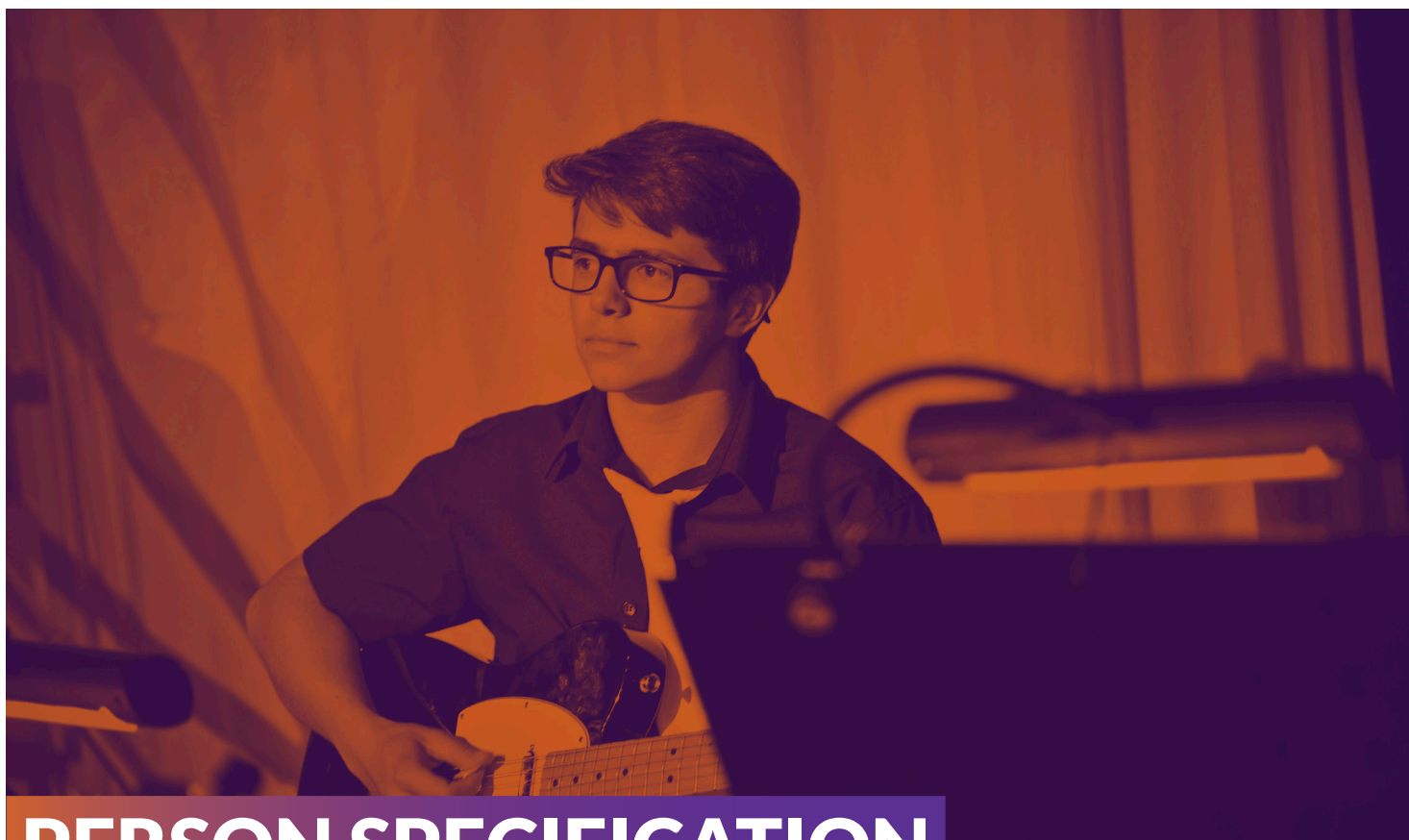
5. To oversee the student bursary process

### **Contribution to HNC**

1. Operate at all times within the stated policies and practices of the College and actively promote them

2. Play a full part in the life of the College, to support its distinctive aim and ethos and to encourage other staff and students to follow this example
3. Work co-operatively with staff throughout the College to implement the College's Quality Improvement Plan and contribute to the achievement of the College's Vision and Mission
4. Maintain effective working relationships and set a good example through their personal presentation and personal and professional conduct
5. Attend and contribute to meetings in accordance with the College Calendar and as directed by the Principal
6. Participate in appropriate in-service training opportunities, both internal and external, to update professional practice, reflecting individual, departmental or whole College development goals
7. Participate in arrangements made in accordance with regulations for the appraisal of performance in the context of the College's Professional Development Review cycle
8. Participate in further training and professional development, including undertaking training and professional development which aim to meet needs identified during the Professional Development Review process
9. Be familiar with the College's Health and Safety Policy, Safeguarding and Child Protection procedures and the Prevent Strategy and Risk Assessment action plan and implement them as appropriate
10. Ensure the safe and secure handling and storage of personal data belonging to students, staff and other parties in compliance with General Data Protection Regulation
11. A flexible approach to work, which could include occasional evenings and very occasional Saturdays
12. Undertake such other duties as reasonably required by the Principal





## PERSON SPECIFICATION

Criteria		Assessment Method(s)					
		A	I	R	C	T	DBS
<b>Essentials</b>	Qualified accountant (ICAEW/CIPFA/ACCA or equivalent)	*	*		*		
	Senior financial experience gained within the public or charitable sector	*	*				
	Significant experience of managing financial operations, including account consolidation	*	*	*		*	
	Extensive managerial and business acumen	*	*	*		*	
	Strong track record of leading the strategic financial planning for a small to medium sized business	*	*				
	Excellent communication skills (including presentation skills and the ability to speak to a wide range of audiences)	*	*			*	
	Flexibility and a readiness to undertake a wide range of tasks	*	*				
	A commitment to team-work and the interest of the Trust as a whole	*	*				
	Ability to work to stringent deadlines	*	*	*			
	Ability to balance competing priorities in high pressure situations	*	*				
	Ability to manage and motivate staff	*	*				
	Computer literate, especially in the use of spreadsheets and accounting software packages	*	*			*	

Criteria		Assessment Method(s)					
		A	I	R	C	T	DBS
<b>Essentials</b>	Advanced organizational and administrative skills	*	*				
	Readiness to tackle unsatisfactory practice and a total commitment to providing a high quality service	*	*				
	In sympathy with the inclusive ethos and values of the College, including a commitment to co-operation and helpfulness and a concern for the well-being of others	*	*				
	Committed to Equality and Diversity		*				
	Enhanced DBS Clearance *						*
	Ability to meet the requirements of the Asylum and Immigration Act (to be legally employed to work in the UK)		*				
<b>Desirable</b>	Understanding of financial regulations and funding agreements relating to education	*	*				
	Familiar with Education and Skills Funding Agency reporting requirements	*	*				
	Knowledge/experience of the further education sector	*	*				
	Experience of managing contracts	*	*				
	Experience of payroll administration	*	*				
	* This will follow an initial offer of employment						

## KEY

<b>A</b>	<b>Application</b>
<b>I</b>	<b>Interview</b>
<b>R</b>	<b>Reference</b>
<b>C</b>	<b>Certificate</b>
<b>T</b>	<b>Test</b>
<b>DBS</b>	<b>Disclosure &amp; Barring Service</b>



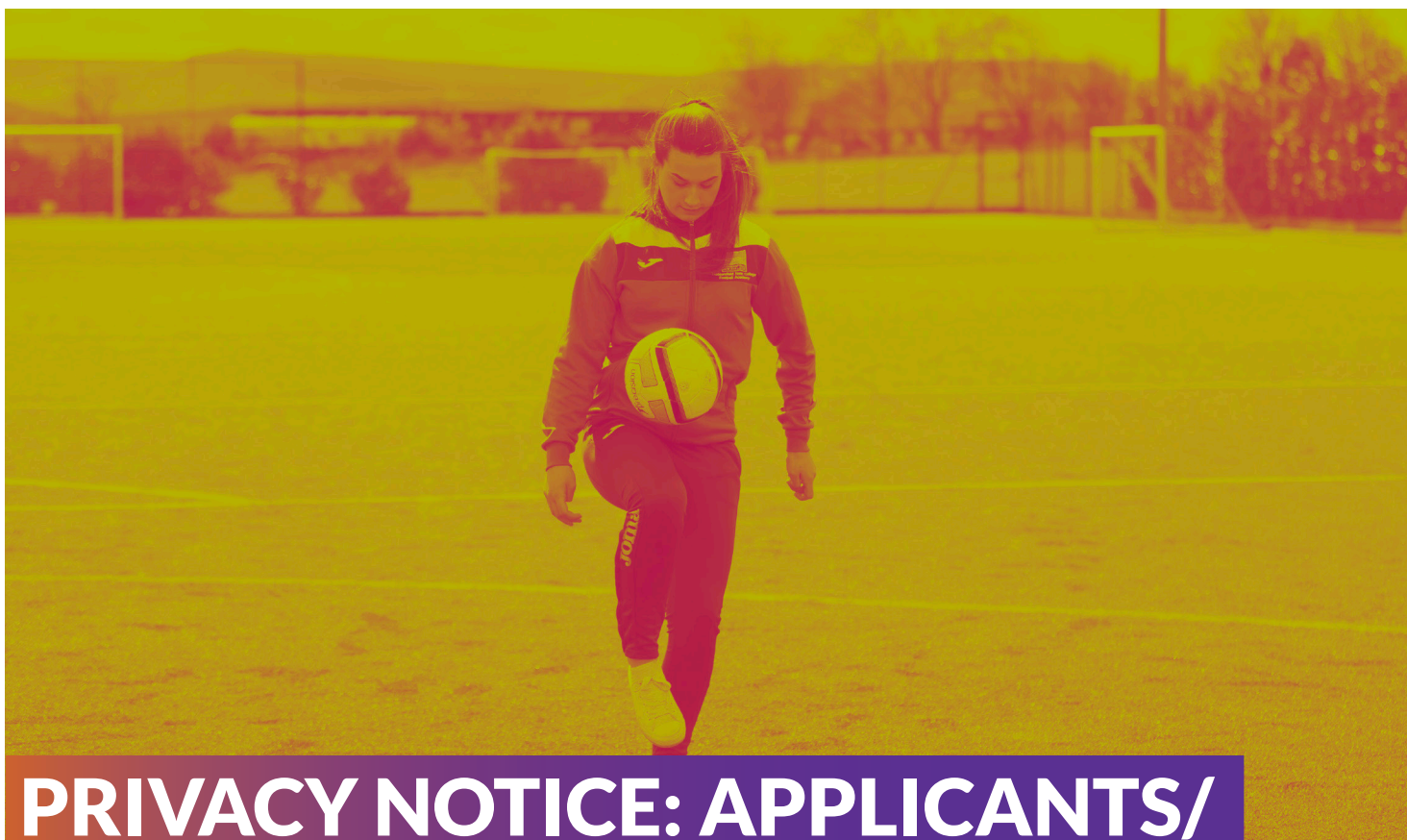
## HOW TO APPLY

Section 5 of the Application Form (Supporting Statement) gives you an opportunity to provide further information to support your application. You may wish to include details about previous duties and responsibilities, experience, training and interests. Please ensure that in this section you address the relevant aspects of the Person Specification for the role, giving clear examples to support any statement and or/claims that you make to reflect your suitability for the post. There is no need to replicate information that may be covered in other sections of the application form, for example, qualifications.

**Please limit your supporting information to four sides of A4.**

For further details and an application pack, please visit our website [www.huddnewcoll.ac.uk](http://www.huddnewcoll.ac.uk) or contact the Human Resources department by email to [HR@huddnewcoll.ac.uk](mailto:HR@huddnewcoll.ac.uk)

*We are committed to equality and diversity, and safeguarding young people. We welcome applications from all sections of the community, particularly from Black and Minority Ethnic groups that are under-represented in the College. All posts are subject to an Enhanced DBS Disclosure.*



# PRIVACY NOTICE: APPLICANTS/ PROSPECTIVE EMPLOYEES

The Data Protection Act 1998 and General Data Protection Regulation 2018

As part of any recruitment and selection process, Huddersfield New College collects and processes personal data relating to job applicants. The College is committed to being transparent about how it collects, uses, stores and deletes that data and to meeting its data protection obligations.

## **What information does the College collect?**

The College collects a range of information about you. This includes:

- Your name, address and contact details, including email address and telephone number(s);
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration;
- Equality monitoring information including: age; whether or not you have a disability for which the College needs to make reasonable adjustments during the recruitment and selection process; gender identity (gender reassignment); marital status; race/ethnicity; religion/belief; sex, and sexual orientation;
- Information about your entitlement to work in the UK; and,
- Information about criminal records, in accordance with the Rehabilitation of Offenders Act 1974.

The College may collect this information in a variety of ways. For example, data might be entered into the College's online recruitment portal or contained in application forms, CVs, obtained from your passport or other identity documents, or collected through our selection processes.

The College may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks. The College usually applies for references for all candidates invited to attend a selection process; however, we will only approach those individuals in accordance



with your consent, as indicated on your application form.

Data will be stored in a range of different places, including the College's recruitment portal, in HR management systems and on other IT systems (including email).

### **Why does the College process personal data?**

The College needs to obtain and process data prior to potentially entering into a contract of employment with you. The College then needs to process your data to enter into a contract of employment, or other working relationship, with you.

In some cases, the College needs to process data to ensure that it is complying with its legal obligations. For example, we are required to check applicants' eligibility to work in the UK to ensure that any applicant who is successful in a selection process can legally be offered employment with the College.

The College has a legitimate interest in processing personal data during recruitment and selection processes, and for keeping records of these processes. Processing data from job applicants allows the College to manage the recruitment and selection cycle, assess and confirm candidates' suitability for employment and decide to whom to offer a job. The College may also need to process data from job applicants to respond to and defend any legal claims.

The College will process special categories of data, such as equality monitoring information, to monitor recruitment activity and to ensure that we are receiving applications for employment from a wide variety of candidates, and to remove, as far as reasonably practicable, any barriers within our recruitment and selection processes. As a Disability Confident Employer, the College will collect information about whether or not applicants are disabled, in order to make reasonable adjustments for candidates who have a disability.

The College processes such information to carry out its obligations and exercise specific rights in relation to employment and the Equality Act 2010.

For all roles, the College is obliged to seek information about criminal convictions and offences. The College is required to obtain information regarding criminal records because of the nature of our organisation and in relation to the safeguarding of young people in our care, and other members of the College community.

### **For how long does the College keep data?**

If your application is unsuccessful, the College's standard approach is to retain your personal data on file for a period of six months. If you have registered and applied for employment via the College's online recruitment portal we will ask for your consent to retain your personal data for up to two years, as this will enable you to apply for any future positions without having to resubmit your personal data. However, before the College keeps your data for this purpose you will be required to give your consent and following this you are free to withdraw your consent at any time.

After six months, two years or any other period of time as applicable (if consent for retaining personal data is withdrawn), your personal data will be deleted from electronic record management systems. With regard to unsuccessful applicants, information retained in hard copy form will be destroyed after six months.

If your application for employment is successful, personal data gathered during the recruitment and selection process will be transferred to your employee file and retained for the duration of your employment or period in which you are engaged to work with the College (and for six years post-employment in the event that you leave). The periods for which your data will be held will be provided to you in a new privacy notice.

### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment and selection exercise. At short-listing stage, those involved in the short-listing process will only have access to your application form and not your

personal data including your name, sex and other personal (and protected) characteristics. If you are short-listed and invited to attend a selection event, those involved in the selection process will be provided with your name and a copy of your application form (excluding your personal data). As a general summary, only members of the Human Resources and IT Network departments will have access to all of your personal data; other members of the College who may have access to some of your personal data, because of their involvement in the selection process, include members of the Senior Leadership Team, Heads of Department and other College Managers, staff from the department in which the vacancy exists, and Reception staff.

The College will not share your data with third parties, other than former employers or other named individuals for the purpose of obtaining references to inform selection decisions. In the event that your application for employment is successful and the College makes you an offer of employment, the College will then share your data with relevant third parties including HMRC, pension scheme administrators and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **How does the College protect data?**

The College takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is only accessed by relevant employees in the proper performance of their duties.

As an applicant your personal data is retained in the College's recruitment portal and HR management system, to which only members of the Human Resources and IT Network teams have access.

### **Your rights**

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

- Access and obtain a copy of your data on request;
- Require the College to change incorrect or incomplete data;
- Require the College to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- Object to the processing of your data where the College is relying on its legitimate interests as the legal ground for processing.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

### **What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the organisation during our recruitment and selection processes. However, if you do not provide the information that is requested, the College may not be able to process your application properly or at all, which is likely to limit your chances of success in applying to work with the College.

### **Automated decision-making**

Recruitment and selection processes are not based on automated decision-making.

### Further information

If you have any questions regarding this Privacy Notice, or would like to exercise any of your specified rights, please contact:

**Julie Pryce**

Assistant Principal, Curriculum Data and Planning

J.Pryce@huddnewcoll.ac.uk

01484 504616

### Changes to this privacy notice

We will continually review and update this privacy notice to reflect changes in our practices and, when appropriate, in response to feedback from the public, as well as to take into account changes in the law.

**Huddersfield New College**  
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Huddersfield  
HD3 4GL

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