



**Data controller (for the purposes of the General Data Protection Regulations (GDPR)): St Francis Xavier College,
10 Malwood Road, London, SW12 8EN**

Data Protection Officer: Mr Shah Ali, Executive Director of IT and Business Partnerships

As part of any recruitment process, St Francis Xavier College (SFX) collects and processes personal data relating to job applicants. SFX is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does SFX collect?

The college collects a range of information about you. This includes

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the college needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK;
- identification to be able to complete a DBS application and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

SFX collects this information in a variety of ways. For example, data might be contained in application forms, CVs, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including selection tests.

SFX will also collect personal data about you from third parties, such as references supplied by former employers, and information from criminal records checks. SFX will seek information from former employers only once you have been shortlisted for interview (and will contact your current employer only with your permission). Information will only be sought from the Disclosure and Barring Service only once a job offer to you has been made and SFX will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does SFX process personal data?

SFX needs to process your data to manage your application for a job.

In some cases, SFX needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.



SFX has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the college to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. SFX may also need to process data from job applicants to respond to and defend against legal claims.

Where SFX relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

SFX processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where SFX processes other special categories of data, such as information about key characteristics such as ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes and is always anonymised for such reports.

SFX is obliged to seek information about criminal convictions and offences. Where SFX seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

SFX will not use your data for any purpose other than the recruitment exercise for the role for which you have applied.

Who has access to data?

Your information may be received through a recruitment website, for example the TES. Your data is protected by their privacy statement.

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process and managers in the department with a vacancy.

SFX will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The college will then share your data with the Disclosure and Barring Service to obtain necessary criminal records checks.

How does SFX protect data?

SFX 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 not accessed except by our employees in the proper performance of their duties. The recruitment portal is an external portal secure through password controls. Personal details



are accessed by HR only, all other data is anonymised. The Safer Recruitment at SFX and Recruitment of Ex-Offenders policies have details of the process.

For how long does SFX keep data?

If your application for employment is unsuccessful, SFX will hold your data on file for 1 year after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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;
- object to the processing of your data where the college is relying on its legitimate interests as the legal ground for processing; and
- ask the college to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the college's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact HR Department at HumanResources@sfx.ac.uk or call 020 8772 6000.

If you believe that SFX has not complied with your data protection rights, you can contact the Information Commissioner at <https://ico.org.uk/concerns/>

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the college during the recruitment process. However, if you do not provide the information, SFX may not be able to process your application properly or at all.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

