

WHAT WE DO WITH **PERSONAL DATA** WHEN YOU.....



APPLY FOR A JOB

Assess your suitability for the position.

Contact details, education, residency information, National Insurance number, recent employer, work history, previous salary, personal statement, professional memberships.

Preparing for performance of a contract with you.



ARE OFFERED A JOB

Confirmation of suitability for role and essential employee information.

Bank details, emergency contact, address, signed contract, references.
Immigration data, PVG data, copy of ID documents, medical fitness report (including data for making reasonable adjustments).

Performance of a contract. We have a legal obligation to do this.



SUPPLY EQUALITY AND DIVERSITY INFORMATION

Publish equality and diversity statistics.

Information relating to disability, religion, sex and gender identity, sexual orientation, marriage, civil partnership status, ethnic origin.

We have a legal obligation to do this.

HOW LONG DO WE KEEP YOUR DATA?

SUCCESSFUL APPLICANTS

Period of contract + 6 years

UNSUCCESSFUL APPLICANTS

6 months after application process

KEY

Purpose of processing



Information we need



Our lawful basis for using your data



For more details about how we use your personal data, and who we share it with, [click here](#) to visit the GDPR area of the College website. Contact our Data Protection Officer at: dpo@wcs.ac.uk