

## Privacy Notice – Academic CVs

### The Data Controller of the information being collected is:

West College Scotland, Clydebank Campus, Queens' Quay, Glasgow. G81 1BF  
ICO Registration Number: ZA004894

For any queries or concerns about how your personal data is being processed you can contact the Data Protection Officer at: [dpo@wcs.ac.uk](mailto:dpo@wcs.ac.uk)

### This privacy statement relates to the following process:

Collecting and sharing academic CVs

### Your information will be used for the following purposes:

During recruitment: to ascertain your experience, qualifications and suitability for the post.  
During Employment: to share with potential contractors to validate your experience and qualifications.

### Our lawful basis for using the data is:

Use is necessary for the performance of a contract with you or to take steps, at your request, before entering into such a contract.

### If you were to withhold the personal information we require for this process, the consequences would be:

It may not be possible to offer you a post at the College.  
If required for external contractual purposes, you may be unable to teach on courses related to that contract.

### Your data will, or may, be shared with the following recipients or categories of recipient:

External organisations seeking a reference from the college.  
External organisations seeking validation of experience and qualifications for contractual purposes.

Where your data is sent outside of the UK or EEA area, personal data will be minimized, and a transfer risk assessment will be conducted.

The processing of your data does not involve automated decision making.

Your data will normally be retained for the length of your employment plus 6 years.

### The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data. Visit: <https://ico.org.uk/>**

Signed off: Head of Organisational Development and HR, DPO

Date: December 2022