



Privacy Notice

Staff Recruitment

This notice covers the processing of personal data when you apply for a vacancy at New College Lanarkshire.

The data controller for the information being processed is New College Lanarkshire. Our registered office is 1 Enterprise Way, Motherwell ML1 2TX.

If you have any concerns or queries about how we use your personal information you can contact our Data Protection Officer at data.protection@nclan.ac.uk

Personal data we process

All Applicants:

- Name
- Contact details
- Qualifications
- Employment History
- Equality Monitoring
- Disability information

On offer of employment:

- References
- Copies of ID
- Criminal Convictions
- Occupational Health information
- Next of Kin/ Emergency contacts
- Pension Details
- Bank Details

We will collect the majority of your personal data from you during the application stage of our recruitment process. Further personal data will be requested directly from you if you are offered a role with New College Lanarkshire.

How we use your personal data

We use your personal data to effectively administrate and manage our recruitment process including:

- To contact you in relation to your application and the recruitment process
- To complete the shortlisting and interview process
- To make an offer of employment and determine the terms on which you work for us
- To commence the onboarding process for successful applicants

Our lawful basis for using this personal data is **Contract**, the processing is necessary to take steps to enter a contract at your request.

- To confirm whether you are eligible for guaranteed offer of interview under Disability Confident Scheme.
- To undertake relevant regulatory checks on the identity of applicants for the right to work in the UK.
- To check your criminal history, including PVG Disclosure Scotland checks
- For monitoring and advancing equality of opportunity and eliminating unlawful discrimination.

Our lawful basis for using this personal data is **Legal Obligation**. Where we process special category data, our additional lawful basis is for reasons of **substantial public interest**.

Sharing your personal data

On offer of employment we will share your information with the following:

- Referees
- Disclosure Scotland
- Occupational Health Providers
- Pension Providers

Failure to provide data

If you do not provide personal data that is required for a lawful purpose or to fulfil our public task, the College may be prevented from complying with our legal obligations and may not be able to progress your application. In some cases, this could lead to the withdrawal of any offer of employment made.

Retention

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, audit, or reporting requirements.

- If you are unsuccessful in our recruitment process we will retain your data for 12 months following the vacancy being filled.
- If you are successful in being appointed to a role we will retain your data as part of your employee records. Employee records are retained for 6 years after contract termination.

Your Rights

You have rights in relation to the personal data the college use. You can access information on these rights and how to use them on the [Data Protection](#) section of our website.

You also have the right to complain directly to the Information Commissioners office (ICO). You can contact the ICO on 0303 123 1113 or for more information visit [Make a complaint | ICO](#)