

# How we use your personal information

## -- *Job applicants*

This statement explains how the Office of Intercollegiate Services, (OIS, “we” and “our”) handles and uses data we collect about applicants (“you” and “your”) for jobs in OIS. In broad terms, we use your data to manage your application to OIS and our subsequent recruitment processes.

The controller for your personal data is the Office of Intercollegiate Services, 12B King’s Parade, Cambridge CB2 1SJ. The person responsible for data protection at the time of issue, and the person who is responsible for monitoring compliance with relevant legislation in relation to the protection of personal data, is the Head of OIS, Dr Matthew Russell ([mgr12@cam.ac.uk](mailto:mgr12@cam.ac.uk)).

The legal basis for processing your personal data is that it is necessary in order for you to enter into an employment contract with us.

### **How your data is used by OIS**

Your data is used by us for in the first instance solely for the purposes of considering your suitability for employment and for us to manage our recruitment processes, including our monitoring of equality and diversity within OIS.

If you have concerns or queries about any of these purposes, or how we communicate with you, please contact us at the address given below.

OIS holds the following personal data relating to you, in line with the purposes above:

- A\* personal details, including name, contact details (phone, email, postal);
- B\* your application form and associated information submitted by you at that time;
- C other data relating to your recruitment (including references we take up as part of the recruitment process, any pre-employment assessment of you, and any assessment of you at an informal or formal interview);
- D\* evidence of your right to work in the UK (e.g. copies of your passport);
- E\* information relating to your age, gender and ethnicity;
- F any correspondence relating to the outcome of the recruitment process (either successful or unsuccessful).

Those marked with an \* relate to information provided by you. Other data and information is generated by us or, where self-evident, provided by a third party.

We will not access personal data about you from social media sites, unless there is a legitimate interest for us to do so (for example, the role you have applied for has a significant public-facing element to it, or is involved with publicity and presenting us to the general public).

### **Who we share your data with**

We share relevant personal data with our sub-contracting agent for HR services. Information is not shared with other third parties without your written consent. Generally, personal data is not shared outside of the European Economic Area.

If you are successful in your application, the data is subsequently held as part of your employment record with us.

If you are unsuccessful in your application, we retain all data and information for no more than twelve months after the closing date of the application process.

### **Your rights**

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

Failure to provide the information reasonably requested of you may result in an automatic disqualification from the recruitment process.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office at <https://ico.org.uk/concerns/>