

# Data Protection Statement

## How we use your personal information

### Job applicants and candidates for election to College memberships

This statement explains how the College ('we' and 'us') handles and uses information we collect about applicants ('you' and 'your') for jobs, senior memberships and Fellowships in broad terms, and how we use your data to manage your application to the College and our subsequent recruitment and election

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\_\_\_\_\_ . The Office of Intercollegiate Services Limited should be contacted if you have any concerns about how the College is managing your personal information, or if you require advice on how to exercise your rights as outlined in this statement. The person within the College otherwise 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 information, is the College's Data Protection Lead, Miss Emma Easterbrook, [dataprotection@clare.cam.ac.uk](mailto:dataprotection@clare.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 or for you to enter into membership of the College, where you will be subject to the College's governing documents

### How your data is used by the College

Your data is used by us in the first instance solely for the purposes of considering your suitability for

employment or election and for us to manage our recruitment processes, including our monitoring of equality and diversity within the College

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

The College 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 any occupational health assessments and/or medical information you have provided, and related work requirements;
- E\* evidence of your right to work in the UK (e.g. copies of your passport);
- F\* information relating to your age, nationality, gender, religion or beliefs, sexual orientation, ethnicity, and disability and
- G 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 element to it, or is involved with publicity and presenting us to the general public).

#### Who we share your data with

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 membership record with us.

If you are unsuccessful in your application, we retain all data and information for no more than 18 months after the closing date of the application process.