



Wadham College Privacy Notice: Further information for job applicants (including casual workers)

This document provides further details for job applicants and it forms part of, and should be read in conjunction with, the privacy notice of Wadham College, available on the [College's GDPR webpage](#).

Below is the further information for the relevant sections in the master Privacy notice (section number provided in brackets).

1. How we obtain your data (Section 5)

Data that we hold on you may come from different sources: we might receive it from you; we might create it ourselves, or we might receive it from a third party.

Categories of data that we collect, store and use include (but are not limited to):

Provided by you

- The contact details that you provide to us, including names, addresses, email and telephone numbers.
- Details of any relevant criminal convictions or charges that we ask you to declare to us, either when you apply to us, or during your membership of Wadham College.
- Right to work documents.
- Details of your qualifications and correspondence in relation to them.
- References received about you, as well as the names and contact details of referees.
- Requests for special arrangements and/or waiver of eligibility criteria, including our consideration and decisions in relation to the same.
- Details of any medical issues and/or disabilities that you disclose to us.
- Photograph.
- Conflicts of interest you disclose to us.

Generated by us, the University of Oxford, or other third parties (for example recruitment agencies).

- Your position, role, terms and conditions of employment.

- Records relating to the recruitment process, application paperwork and any requests for special arrangements.
- Communications with you regarding the outcomes of your application.
- Record of DBS check.
- Right to work check (e.g. visa application status).
- References obtained about you.
- Records relating to the consideration of medical issues/disabilities.
- Learning and development records (e.g. training certificates).
- Records of decisions, including relevant committee and panel reports.

2. Details of our processing activities, including our lawful basis for processing (Section 9)

Data that you provide to us and the possible consequences of you not providing it

Most data that you provide to us is processed by us in order that we, and you, can each fulfil our contractual obligations and/or comply with obligations imposed by law. For example:

- Right to work: Copies of your passport, right to work, and visa information will be collected by us at the time of your application to enable us to comply with UK Immigration and Visa requirements. We may also be required by law to retain that data, along with related information (such as your application paperwork, shortlists and selection committee papers) until a certain point after your employment with the College ends.
- Disclosure and Barring Service check: If the relevant role requires regular interactions with children or vulnerable adults, we are required by law to carry out a Disclosure and Barring Service check in relation to you. In accordance with section 124 of the Police Act 1997, DBS certificate information is only passed to those who are authorised to receive it in the course of their duties and, in line with the DBS code of practice, is not kept by Wadham College for any longer than is necessary.

Your failure to provide such data may mean that you are unable to take up the relevant role.

Some data that you give to us is provided on a voluntary basis – you have a choice whether to do so.

Examples include:

- Equality monitoring data, which is requested by the College as part of the equality monitoring that we undertake pursuant to our legal obligations under the Equality Act 2010.
- Disability and health condition information, which you may choose to provide to us in order that we can take this information into account when considering whether to make a reasonable adjustment.

Other sources of your data

Apart from the data that you provide to us, we may also process data about you from a range of sources.

These include:

- Data that we generate about you, such as when processing your application;
- Data generated by the University of Oxford, where the role you have applied for is a joint position offered by both Wadham College and the University;
- Your previous educational establishments and/or employers if they provide references to us;

Examples of bodies to whom we are required by law to disclose certain data include, but are not limited to:

Organisation	Why?
Home Office; UK Visas and Immigration	To fulfil Wadham College's obligations as a visa sponsor
Disclosure and Barring Service (DBS)	Required for certain posts to assess an applicant's suitability for positions of trust or where the post works with vulnerable people or children.

Examples of bodies to whom we may voluntarily disclose data, in appropriate circumstances, include but are not limited to:

Organisation	Why?
Other Colleges and/or permanent private halls within the University of Oxford, University offices and/or departments	Where a member is employed by, or connected to both organisations, or is providing services in different parts of the collegiate university, we may need to share relevant data in order to process your application.
Agencies with responsibilities for the prevention and detection of crime, apprehension and prosecution of offenders, or collection of a tax or duty	For the prevention, detection or investigation of crime, for the location and/or apprehension of offenders, for the protection of the public, and/or to support the national interest.
Recruitment Agencies	Where an applicant is employed by or connected to a recruitment agency, we may need to share relevant data in order to process your application.
Occupational Health providers	To enable the provision of these facilities.
Third party service providers	To facilitate activities of Wadham College. Any transfer will be subject to an appropriate, formal agreement between Wadham College and the processor.

3. How long we keep your data (section 12)

We retain your personal information for as long as necessary to fulfil the purposes for which it was collected, including for the purpose of satisfying any legal or reporting requirements.

The retention period, will depend on the category of the data. As a general guide, our expected retention periods are as follows (this is not exhaustive):

Expected retention period	Data
One month/30 days	CCTV footage (unless involving a conduct or health & safety matter)
One year following completion of the recruitment process	Unsuccessful applicant data, including references (except when the recruitment process is mentioned in Governing Body) Requests for special arrangements or medical/health and disability information Right to work documentation
Six years following the end of the academic year in which the recruitment process took place.	Equality monitoring data
In perpetuity (permanent)	Papers submitted to Governing Body or other College committee, which may cover areas such as recruitment or equality monitoring data Photographs (informal)

4. Contact Details (Section 3)

If you have queries regarding the above information then please contact either:

- Non-academic staff – HR Manager (personnel@wadham.ox.ac.uk)
- Academic Staff – Academic Administrator (admin@wadham.ox.ac.uk) or Wardens Executive Assistant (warden.ea@wadham.ox.ac.uk)

A full record of our processing activity is available on request from the Data Protection Officer at Wadham College:

- Data Protection Officer, Wadham College, Parks Road, Oxford OX1 3PN
- Email: data.protection@wadham.ox.ac.uk; Tel: (01865) 277900

5. Revision History

Version	Date	Changes & Approvals
0.1	20 May 2018	Draft for Discussion
0.2	21 May 2018	Incorporating comments from HR Manager
0.3	21 May 2018	Formatting changes and minor amendment
1.0	23 May 2018	Approved by Governing Body for publication