



## Trinity College, Cambridge

### Data Protection Privacy Statement

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#### How we Use your personal information

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

This statement explains how Trinity College (“we” and “our”) handles and uses information we collect about applicants (“you” and “your”) for jobs, senior memberships and Fellowships. In broad terms, we use your data to manage your application to the College and our subsequent recruitment or election processes.

##### Data Controller

The controller for your personal data is Trinity College, Trinity Street, Cambridge, CB2 1TQ. 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 data, may be contacted at [data.protection@trin.cam.ac.uk](mailto:data.protection@trin.cam.ac.uk)

This is the same address to contact if you want to exercise any of your data protection rights, including requesting copies of personal data the College holds about you.

The Data Protection Officer for the College is Intercollegiate Services Limited (ISL), 64 Bridge Street, Cambridge CB2 1UR; email: [dpo@isl.colleges.cam.ac.uk](mailto:dpo@isl.colleges.cam.ac.uk). ISL 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.

##### 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 queries 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 purpose above:

- \* Personal details, including name, contact details (phone, email, postal);
- \* Your application form and associated information submitted by you at that time;
- 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);

- any occupational health assessments and/or medical information you have provided, and related work requirements;
- \*Evidence of your right to work in the UK (e.g. copies of your passport);
- \*Information relating to your age, nationality, gender, ethnicity and disability;
- 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.

For certain vacancies, we may use the Disclosure and Barring Services (DBS) and Disclosure Scotland to help assess your suitability for certain positions of trust. If this is the case, we will make this clear to you in separate correspondence.

Certificate and status check information is only used for this specific purpose, and we comply fully with the DBS code of Practice regarding the correct use, handling, storage, retention and destruction of certificates and certificate information. We recognise that it is a criminal offence to pass this information on to anyone who is not entitled to receive it.

### **Sharing your data**

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 or membership 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.

In either case, where the post has required a “resident market test” (needed if the post is open to applicants from outside the European Union), the College will retain the application records of any shortlisted candidates for the duration of the sponsored post and twelve months thereafter.

### **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/>

