

Privacy notice for job applicants

This Privacy Notice describes how Petroc handles personal data you submit when applying for a job. Please read this document carefully to understand how Petroc uses and protects the information you provide.

Your choice and consent

Providing your application data is voluntary. However, if you do decline to submit requested candidate data, our ability to consider you as a candidate may be limited. By submitting your application data you:

- Declare that you have read, understood and accept this Privacy Notice
- Are granting your consent to the holding and processing of your data in accordance with this notice
- Are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that incorrect statements could lead to your application being rejected
- Are authorising Petroc to verify statements contained in this application and to make any necessary reference checks

Petroc reserves the right to modify this notice by posting changes to the Job Vacancies page on our website (www.petroc.ac.uk). If you submit your data following the effective date of a modified notice, your information will be handled in accordance with the notice in effect at that time. We recommend that you check the Privacy Notice on our website each time you send Petroc an application or additional candidate data.

Data we collect and process about you

This Privacy Notice covers any candidate data you submit to Petroc for the recruiting process. This may include but is not limited to the following information:

- Your name, contact details and candidate status
- Information included in your application form such as job history, academic background, skills and competencies, personal interests
- Job preferences and type of employment sought, willingness to relocate
- Name and contact details for references. Please note that it is your responsibility to obtain consent from your references prior to providing us personal information about them
- Current and historic salary details together with salary expectations
- Further equality, diversity and inclusion data

Petroc may collect data directly from your or from third parties, for example when doing a background check or employment reference. This is subject to your consent where required by law.

For what purpose will your data be used

The personal data you provide in your application and as part of the recruitment process will only be held and processed to facilitate the selection process and in connection with any subsequent employment. Your personal data may be used to assess your application for employment at Petroc, to verify your information, to conduct reference checks and to communicate with you.

In the event of your application resulting in an offer and your acceptance of a position at Petroc, the data collected will become part of your employment record and will be used for employment purposes.

Who can access your data

In order that we may consider your application for the role applied for, selected employees of Petroc, such as the HR team, potential line managers, management team members and selected third parties who support us with the recruitment process (e.g. DBS checks), will have access to your personal data. Except as set out in this notice or as required by law, your personal data will not be supplied to any third party without your explicit consent. Your EDI data will not be shared with those responsible for shortlisting or interviewing, with the exception of the HR team.

Data retention

Your personal data shall not be kept for longer than is necessary for the recruitment process. Therefore unsuccessful application data will be securely deleted after a retention period of six months.

If your application has been successful and you are hired, the corresponding application data may be used in connection with your employment consistent with our data protection policies.

How to contact us

If you have any questions regarding this privacy notice, please do not hesitate to contact us:

Petroc HR Team
Old Sticklepath Hill
Barnstaple
Devon
EX31 2BQ

Tel: 01271 338030

Complaints on data protection should be sent to:

Data Protection Officer: Clerk to the Governors
Old Sticklepath Hill
Barnstaple
Devon
EX31 2BQ

Tel: 01271 345291

For further information on data protection please visit the Information Commissioners Office website at www.ico.org.uk

You have the right to withdraw your consent at any stage during the recruitment process. If you wish to do so, please contact the HR Team on the number above.