

PROCEDURE TITLE		DATE OF APPROVAL
NCG Candidate Privacy Notice		June 2024
APPROVED BY	VERSION NO.	VALID UNTIL
Executive Board	1	June 2027

OWNER	Director of Assurance & Risk		
GROUP EXECUTIVE LEAD	Chief Finance Officer		
DOCUMENT TYPE	Policy <input type="checkbox"/> Group Procedure <input checked="" type="checkbox"/> Local Procedure <input type="checkbox"/>		
PURPOSE	This privacy notice describes how we collect and use personal data. This notice states the type of personal information which we collect, how we collect and process that information, who we share it with in relation to the services that we provide, as well as your rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.		
APPLICABLE TO	Applicants and candidates for new positions at NCG.		
EQUALITY ANALYSIS COMPLETED [POLICIES ONLY]	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	N/A <input checked="" type="checkbox"/>
KEY THINGS TO KNOW ABOUT THIS POLICY	This notice contains information about who we are and how to contact us in relation to your personal data. The notice is designed to comply with relevant legislation including the Data Protection Act 2018 and the UK General Data Protection Regulation GDPR.		
EXPECTED OUTCOME	Readers are expected to understand the organisational position on the privacy notice, know their responsibilities in relation to the procedure and comply with the terms.		

MISCELLANEOUS	
LINKED DOCUMENTS	<ul style="list-style-type: none"> NCG Data Protection Policy NCG Special Category Data and Criminal Convictions Data Policy NCG Criminal Records Disclosure Policy
KEYWORDS	<ul style="list-style-type: none"> UK General Data Protection Regulations (UK GDPR) Data Protection Act 2018 Personal Data

Equality Impact Assessment

EQUALITY IMPACT ASSESSMENT			
	Yes	No	Explanatory Note if required
EIA 1 - Does the proposed policy/procedure align with the intention of the NCG Mission and EDIB Intent Statement in Section 2?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be YES
EIA 2 - Does the proposed policy/procedure in any way impact unfairly on any protected characteristics below?	<input type="checkbox"/>	<input type="checkbox"/>	
Age	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Disability / Difficulty	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Gender Reassignment	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Marriage and Civil Partnership	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Race	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Religion or Belief	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Sex	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA3 - Does the proposed policy/processes contain any language/terms/references/phrasing that could cause offence to any specific groups of people or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA4 - Does the policy/process discriminate or victimise any groups or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process positively discriminate against any group of people, or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this must be NO
EIA 5 - Does this policy/process include any positive action to support underrepresented groups of people, or individuals?	<input type="checkbox"/>	<input type="checkbox"/>	The answer to this could be yes or no as positive action is lawful. However, an explanation must be provided for clarity.
EIA 6 - How do you know that the above is correct?			

1. OVERVIEW

The following privacy notice explains how we protect applicants/visitors' ('you' and 'your') information gathered via www.ncgrp.co.uk/careers-at-ncg and processed using our online recruitment software. If you choose to submit information, you agree to the use of such data in accordance with this privacy notice.

This notice states the type of personal information which we collect, how we collect and process that information, who we share it with in relation to the services that we provide, as well as your rights under the UK General Data Protection Regulations (UK GDPR) and the Data Protection Act 2018.

2. DATA CONTROLLER

NCG is a registered data controller with the Information Commissioner's Office (ICO) with the registration number Z6977454. This means that we are responsible for how we hold and use your personal data.

NCG and the colleges that it consists of (referred to collectively as "NCG" or "we" or "our") are responsible for your personal data. NCG is made up of the following colleges (in addition to its Professional Services departments):

- Carlisle College
- Kidderminster College
- Lewisham College
- Newcastle College
- Newcastle Sixth Form College
- Southwark College
- West Lancashire College

Our registered head office address is:

NCG

Rye Hill House

Scotswood Road

Newcastle Upon Tyne

NE4 7SA

3. DATA PROCESSOR

The recruitment software we use is supplied by MHR International UK Limited and they are defined as a data processor under the UK GDPR. They will only process your data in accordance with our instructions. MHR can be contacted at:

Peterbridge House
The Lakes
Northampton
United Kingdom
NN4 7HB

MHR have an assigned Data Protection Officer who can be contacted at DPO@mhrglobal.com.

4. KEY DEFINITIONS

‘Personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

‘Processing’ means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

5. HOW WE OBTAIN YOUR DATA AND THE TYPE OF DATA WE COLLECT

NCG will collect personal data from you directly as provided via the recruitment software.

The recruitment software collects only personally identifiable information that is specifically and voluntarily provided by you. As part of the registration, application and interview process, we collect the following:

- Name, address, email, telephone number.
- Forms of identification.
- Right-to-work documentation.
- Application form (where applicable).
- Qualifications (including certificate evidence).
- Answers to questions around your recruitment preferences.
- Any other information you wish to provide in support of building up your candidate account.

6. SPECIAL CATEGORY DATA AND CRIMINAL CONVICTION DATA

Some of your personal data is recognised under the UK GDPR as special category data which is data that reveals any of the following:

- Racial or ethnic origin
- Political opinion
- Religion
- Philosophical belief
- Trade union membership
- Sexual orientation
- Health
- Genetic data
- Biometric data

We may collect the following categories of special category data as captured as part of the monitoring form:

- Racial or ethnic origin

- Religion
- Philosophical beliefs
- Sexual orientation
- Health

NCG will only collect special category data and data that reveals information about criminal convictions where you have voluntarily provided this on the recruitment software.

The NCG Special Category Data and Criminal Convictions Data Policy explains our obligations to process special category data and is available on our website [here](#) and can be made available upon request.

7. WHY WE PROCESS PERSONAL DATA

Your personal data will be collected for the following purposes:

- To provide recruitment services to you.
- To carry out statistical analysis.
- To enter an employment contract should you be successful in your application.
- To communicate with you regarding recruitment.
- To be searchable on our candidate database, if preferred.
- To receive notifications on relevant jobs you are seeking, if preferred.

This is not an exhaustive list and there may be other purposes not listed which are compatible with the original purpose for which your data is collated.

As required by the UK GDPR we must only process your personal data if we have a lawful bases for doing so. To process your personal data, we will rely on your consent.

8. WHEN WILL WE SHARE PERSONAL DATA

We may share your information with third parties who provide services to us, or directly to you on our behalf. These organisations are known as data processors.

We have agreements in place with our data processors to safeguard your personal data and to ensure that they do not do anything with your personal data unless we have explicitly instructed them to do so. A common example of where we may share your data is where we instruct another organisation (a data processor) to shortlist applications on our behalf.

We will not share information with third parties for secondary or unrelated purposes unless otherwise disclosed at the point of collection and not without having gained consent at the point of collection.

9. TRANSFERRING PERSONAL DATA OUTSIDE OF THE EUROPEAN ECONOMIC AREA (EEA)

NCG do not routinely transfer your personal data outside of the EEA. However, on rare occasions, some organisations that process data on our behalf may store data in cloud services outside of the EEA. These transfers will only be made to services hosted in countries with which there are appropriate safeguards.

MHR only transfer information outside the EEA in circumstances where it can be adequately protected, and they have the permission from NCG to do this.

10. HOW WE STORE AND RETAIN PERSONAL DATA

Your information is securely stored by both NCG as your data controller and our data processors whom we have agreements in place with to safeguard your personal data. Only authorised personnel have access to personally identifiable information submitted through the website. Such employees are required to maintain the confidentiality of this personal data.

We will only retain your personal data for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements.

Your candidate account will be deactivated after 6 months of inactivity. You can deactivate your account at any time. At the same time as this, your data will be fully anonymised.

11. YOUR RIGHTS

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes during your working relationship with us.

Access your Information

UK GDPR grants you the right to contact us to request details concerning the personal information we hold about you, why we have that information, who has access to the information and where we got the information from.

You can submit a subject access request (SAR) to obtain access to your personal data that we hold by sending your request to DPO@ncgrp.co.uk. Once we have received your request, we will respond within one calendar month unless we need to extend that period owing to the complexity of your request (to a maximum of three calendar months in total).

Within your candidate account, you can also use the Download Data feature to generate an XML file of the current data we hold that you have provided and/or have access to within the account.

Rectifying Data

If the data we hold about you is out of date, incomplete or incorrect, you can inform us, and we will ensure that it is updated.

Erasing Data

If you feel that we should no longer be using your data or that we are illegally using your data, you can request that we erase the data we hold. When we receive your request, we will confirm whether the data has been deleted or inform you on the reason why it cannot be deleted.

Restricting Processing

In certain circumstances, you have the right to request that NCG stops processing your data.

Upon receiving the request, we will contact you to tell you if we are able to comply or if we have legitimate grounds to continue. If the data is no longer processed, we may continue to hold your data to comply with your other rights.

Data Portability

You have the right to request to obtain a copy of your data in a common format and reuse your personal data. Once we have received your request, we will comply where it is feasible to do so.

Object to Direct Marketing

All communication with you, including informing you of updates to this privacy notice, will be done via email.

Additionally, you will be able to select the type of correspondence you receive from us. If, at any stage, you are concerned about the content (e.g. unwanted marketing), frequency or method of these communications, you can notify us of your decision at any time.

The Right to Object to Automated Decision Making / Profiling

NCG does not use any automated decision making to determine your suitability for employment.

Withdrawing Consent

In instances where we need your consent to process your information, we will ask you to make a positive indication e.g. to tick a box, insert your contact details on the relevant form or web page or sign to confirm you provide your consent. By actively providing us with your consent, you are stating that you have been informed on the type of personal information that will be processed, the reasons for such processing, how it will be used, for how long it will be kept for and what your rights are as a data subject and that you have read and understood this privacy notice.

Where processing is based on consent, you have the right to withdraw consent at any time, and you can request this by contacting our Data Protection Officer using the contact details below.

Where you exercise your right to object or withdraw your consent, we may process your personal data without your knowledge or consent where we are permitted or required by law or regulatory requirements to do so. In such a case, we will not process more personal data than is required under the circumstances.

12. CHANGES TO OUR PRIVACY NOTICE

We reserve the right to modify or amend this privacy statement at any time and for any reason, providing it maintains compliance with the UK GDPR. We will notify you of the changes where we are required by law to do so.

By applying for a job with NCG, you are agreeing to the terms in this privacy policy.

13. COMPLAINTS TO THE INFORMATION COMMISSIONER'S OFFICE (ICO)

Should you be dissatisfied with our processing of your personal data, you have the right to complain to the ICO. For more information, please see the ICO's website: <https://ico.org.uk/>

14. NCG'S DATA PROTECTION OFFICER

If you would like to exercise any of the rights above, have any questions that you feel have not been covered by this privacy notice, or if you have concerns or a complaint in relation to NCG's processing of your personal data, please do not hesitate to contact us by email (dpo@ncgrp.co.uk) or in writing to:

Data Protection Officer (NCG)
Rye Hill House
Scotswood Road
Newcastle Upon Tyne
NE4 7SA

Copies of this privacy notice in alternative formats are available upon request.

15. STATEMENT ON IMPLEMENTATION

Upon approval, this procedure will be uploaded to the policy portal and communicated to staff via The Business Round-Up.

16. STATEMENT ON CONSULTATION

This procedure has been reviewed by the Governance and Risk team.

VERSION CONTROL				
Version No.	Documentation Section/Page No.	Description of Change and Rationale	Author/Reviewer	Date Revised
1	New Privacy Notice	N/A	Director of Assurance & Risk	June 2024