

# How we use your personal information

-- *Job applicants and candidates for election or admission to College membership.*

This statement explains how Jesus College ("we" and "our") handles and uses information we collect about applicants ("you" and "your") for jobs, senior membership and Fellowships. In broad terms, we use your information in compliance with relevant laws and regulations, including the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).  
Anthony, Bursar (bur)

The legal basis for processing your personal data is that it is necessary either 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 for 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

We may access personal data about you from social media sites, if there is a legitimate interest for us to do so (for example, the role you have applied for has a significant public-facing element to it, or is involved with publicity and presenting us to the general public). Consequently, we do not routinely screen applicants' social media profiles but, if aspects of your social media profile are brought to our attention and give rise to concerns about your suitability for the role in question, we may need to consider them

For certain posts, 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,