



## **UK General Data Protection Regulation (UK GDPR), Data Protection Act 2018 (DPA 2018), and Data (Use and Access) Act 2025 (DUA) Privacy Notice For Job Applicants to LSI / IH Portsmouth**

### **Who We Are**

LSI / IH Portsmouth, operating as part of NPTC Group of Colleges, is the controller for all personal data it processes. In limited cases, NPTC may act as a joint controller or processor for shared administrative or compliance purposes. This privacy notice explains how we collect, use, and protect your personal data when you apply for positions with us.

### **What Information We Collect**

We collect the following categories of personal information:

#### **Basic Information:**

- Name, address, phone number, email address
- CV/resume and cover letter
- Employment history and references
- Educational qualifications and certifications
- Right to work documentation

#### **Application-Specific Information:**

- Information from application forms
- Notes from the interview and observed lesson
- References from previous employers

#### **Automated Processing:**

- Our recruitment website automatically screens applications against essential criteria
- This includes checking for required qualifications, certifications, and eligibility requirements
- This information is self-declared

#### **How We Use Your Information**

We process your personal data for the following purposes:

- **Recruitment Assessment:** Evaluating your suitability for the role
- **Communication:** Contacting you about your application



- **Interview Process:** Arranging and conducting interviews
- **Reference Checking:** Verifying information with referees
- **Legal Compliance:** Meeting our legal obligations (e.g., right to work checks)
- **Record Keeping:** Maintaining recruitment records as required by law

## Automated Decision-Making

Use of Indeed.com for Automated Screening:

When you apply through Indeed.com, your application may be subject to automated screening based on essential job criteria (e.g., qualifications and experience). This screening is conducted by Indeed's systems on our behalf. We remain the controller and are responsible for ensuring your rights are protected. Under the Data (Use and Access) Act 2025, applicants have the right to request human intervention, express their view, or contest any automated decision. You may also apply directly to us by emailing [sue.hodgson@lsi-portsmouth.co.uk](mailto:sue.hodgson@lsi-portsmouth.co.uk) to bypass automated screening.

## Legal Basis for Processing

We process your data based on:

- **Legitimate Interests:** For recruitment and selection processes
- **Consent:** Where you have explicitly consented to specific processing
- **Legal Obligation:** Where required by employment law

## Who We Share Your Information With

We may share your information with:

- Internal recruitment team and hiring managers
- Third-party recruitment websites (if you apply through them)
- Reference providers (with your consent)
- Legal advisors (if required)

## How Long We Keep Your Information

- **Successful applicants:** Your data transfers to our employee records system and your data will be processed under our Employee Privacy Notice.
- **Unsuccessful applicants:** We retain your data for 12 months after the recruitment process ends
- **Withdrawn applications:** We delete your data within 6 months unless you consent to longer retention

## Your Rights

You have the right to:

- **Access:** Request a copy of your personal data
- **Rectification:** Correct inaccurate information



- **Erasure:** Request deletion of your data
- **Restriction:** Limit how we process your data
- **Portability:** Receive your data in a portable format
- **Object:** Object to processing based on legitimate interests
- **Human Review:** Request human review of automated decisions

## Contact Us

For questions about this privacy notice or to exercise your rights:

### **Data Protection Liaison Officer:**

If you have any questions or concerns about the way your data is handled, you can contact our Data Protection Liaison Officer [Sue.hodgson@lsi-portsmouth.co.uk](mailto:Sue.hodgson@lsi-portsmouth.co.uk) or make a complaints to the Information Commissioner's Office (ICO) at [www.ico.org.uk](http://www.ico.org.uk) or by phone at 0303 123 1113.

### **Changes to This Notice**

We may update this privacy notice from time to time. We will notify you of any significant changes.

**Last Updated:** 30.10.25