Job Applicant Privacy Notice

Carthage College is committed to being transparent about how it collects and uses the data and to meeting its data protection and obligations. As part of our recruitment process, Carthage College collects and processes personal data relating to job applicants.

What information do we collect?

During the application process, Carthage College collects a variety of data about you. This includes:

- your name, address, and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- whether or not you have a disability for which the organization needs to make reasonable adjustments during the recruitment process; and
- information about your eligibility to work in the United States.

Carthage College may collect this information in a variety of ways. For example, data might be contained in application forms, CVs, or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment. We may also collect personal data about you from third parties, such as references supplied by former employers. We will seek information from third parties only once a job offer to you has been made and will inform you that we are doing so. Data will be stored in a range of different places, including on your application record, in HR management systems, and on other IT systems (including email).

Why does Carthage College process personal data?

We need to process data to take steps at your request prior to entering into an employee agreement with you. We may also need to process your data to enter into a contract with you. In some cases, we need to process data to ensure that we are complying with legal obligations. For example, it is mandatory to check a successful applicant's eligibility to work in the United States before employment starts.

Carthage College has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. We may also need to process data from job applicants to respond to and defend against legal claims.

Carthage College may process special categories of data, such as information about ethnic origin to monitor recruitment statistics. We may also collect information to make reasonable accommodations for candidates who may require modifications. We process such information to carry out the college's obligations and exercise specific rights in relation to employment.
If your application is unsuccessful, Carthage College may keep your personal data on file in case there are future employment opportunities for which you may be suited.

Who has access to data?
Your information may be shared internally for the purpose of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a job vacancy, and IT staff if access to the data is necessary for the performance of their roles.

The college uses Applicant Pro, a third party provider, to collect and administer the application process. Applicant Pro's privacy policy can be found at: https://www.applicantpro.com/privacy/. If considered a finalist for a position, we may share data with former employers to obtain references. If selected for a position, we will also administer an employment background check.

How does Carthage College protect data?
We take the security of your data seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused, or disclosed, and is not accessed except by our designated employees in the proper performance of their duties.

For how long does Carthage College keep recruitment data?
If your application for employment is unsuccessful, the organization will hold your data on file 1 year, (twelve) months after the end of the relevant recruitment process. At the end of that period, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The periods for which your data will be held will be governed by our institutions privacy policy.

As a data subject, you have the ability to the following:
- access and obtain a copy of your data upon request;
- request the organization to change incorrect or incomplete data;
- request the organization delete or stop processing your data, where the data is no longer necessary for the purposes of processing, and is not a core function of the institution.

For more information, please contact the Human Resources department at humanresources@carthage.edu.

What if you do not provide personal data?
You are under no statutory or contractual obligation to provide data to Carthage College during the recruitment process. However, if you do not provide the information, we may not be able to process your application properly or at all.