



City of Bristol College  
Privacy Notice (Candidates)







Keeping Children Safe in Education legislation. The processing will be in accordance with our data protection policy and Rights of Individuals Policy and Procedures and Rights.

#### 8. Automated decision-making and Data sharing

8.1. You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

#### 9. Data Security

9.1. We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need to know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from HR.

9.2. We have put in place procedures to deal with any suspected data security breach and will notify



- d) Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
  - e) Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
  - f) Request the transfer of your personal information to another party.
- 11.3. If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact the Director of Human Resources and Organisational Development.
- 11.4. You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.
- 11.5. We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is



Version: 1

Approved by:

SLT