

Jesus May Ball Privacy Notice

Worker Applications

We are the Jesus College May Ball ('we', 'our', 'us'), and operate under the name Jesus May Ball, or JMB. This notice explains what personal information we collect when you apply for a position on the Jesus May Ball staffing team and how we use it.

Do you have a question about something in this notice? Email us at dpo@jesusmayball.com, or write to us at:

Jesus College May Ball President
Jesus College
Cambridge
CB5 8BL

Information we collect about you

We collect, store and process the following information:

1. Your name and contact details (such as email address, phone number, and address).
2. Your date of birth.
3. If you are a University of Cambridge student, your College affiliation.
4. Details of your qualifications, skills and experience.
5. Information about your entitlement to work in the UK.
6. Your responses to application questions and other information you give us when completing the application form.
7. Relevant observations we make when assessing your application.

If we invite you for an interview, we collect:

8. Details of any special requirements you want us to know about, so we can make adjustments for your interview.
9. Any other information you give us or observations we make through interviews that are relevant to your application.

Providing this information is optional, but if you choose not to, we might not have enough information about you to consider your application.

How we use your information

Most of the personal information we process is provided to us directly by you for the purpose of assessing your application to join the Jesus May Ball staffing team.

We also collect some personal information indirectly, such as when we assess your application or through relevant observations we make through interviews. This information is also processed for the purpose of assessing your application to join the Jesus May Ball staffing team.

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

1. Contractual obligation.

- a. By submitting an application to join the Jesus May Ball staffing team, you have asked us to consider whether we would like to enter into a contract with you.
- b. We need to take specific steps before entering into this contract, such as considering your suitability for a role on the staffing team.
- c. The processing of your information is necessary for this purpose.
- d. For successful applicants, it is also necessary for us to retain your information during your time on the Jesus May Ball staffing team, such as to refer to or vet any of the information you provided to us.

2. Legitimate interest.

- a. We need to process your data when it's in our 'legitimate interest'.
- b. We have a legitimate interest in effectively running our recruitment and application process. More specifically, we need to rigorously consider applications and ensure we select the most suitable candidates to join the Jesus May Ball staffing team.
- c. The processing of your personal information is necessary to effectively run our recruitment and application process: it would not be possible to effectively assess your suitability for a role without processing this information.
- d. We have a legitimate interest in running a fair recruitment and application process. This means we need to process the data outlined in this notice so that we can assess applicants based on their merits.
- e. We also have a legitimate interest in retaining your data for a certain period of time following a successful or unsuccessful application. This is in case there are complaints regarding or challenges against our recruitment and application process.

- f. We have considered your individual privacy rights and determined that they do not override our legitimate interest in processing your information. This is because the data we are processing was mostly provided by you, is non-intrusive, is non-sensitive, and is processed in a way you asked us to and would expect. You also have the option to opt out by not applying for a job on the Jesus May Ball staffing team.

How we use your special category data

We may need to process sensitive information about you that data protection laws call 'special category' data. The only data of this type that we will collect concerns your health. We collect and process this information to make any necessary adjustments for your interview and, where relevant, to provide suitable catering options during your time on the Jesus May Ball staffing team.

Data protection laws say we need a second lawful basis to process special category data in addition to a contractual or legal duty, legitimate interest, public interest, vital individual interest, or consent.

We rely on your explicit consent to process this data. You can contact us at any time to withdraw your consent. We can also process any special category data you have chosen to share publicly.

Who we share your information with

We may share your information with other entities and organisations:

- **Companies that help us store and process your data.**
 - Cloud computing, storage, and software providers, including Microsoft, Google, and Airtable.
- **Consultants and legal advisors.**
 - We may share your details with consultants and legal advisors if this is necessary to resolve an issue or get advice on your suitability for a role.
 - This includes, but is not limited to, *The College of the Blessed Virgin Mary, Saint John the Evangelist and the glorious Virgin Saint Radegund, near Cambridge*, commonly known as *Jesus College*.

How long we keep your information

We need to keep a copy of all applications for at least nine months. We will delete information about all unsuccessful applicants after thirteen months.

If your application is successful, personal data gathered during the recruitment process will form part of your worker profile and covered under our [general privacy notice](#).

Information will be disposed of by deleting it from our digital systems and securely destroying any paper records.

Where we store your personal information

Your information is securely stored. We may transfer and store the data we collect from you to organisations outside the UK. When we do this, we make sure that your data is protected through the following measures:

- The UK government says the country or organisation has adequate data protection.
- We've agreed with the organisation to standard data protection clauses approved by the UK government.

You can contact us to obtain a copy of the safeguards we have put in place when transferring your data outside of the UK.

Your data protection rights

Under data protection law, you have rights including:

1. **Your right of access** — You have the right to ask us for copies of your personal information.
2. **Your right to rectification** — You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.
3. **Your right to erasure** — You have the right to ask us to erase your personal information in certain circumstances.
4. **Your right to restriction of processing** — You have the right to ask us to restrict the processing of your personal information in certain circumstances.
5. **Your right to object to processing** — You have the right to object to the processing of your personal information in certain circumstances.

6. **Your right to data portability** — You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us using the details at the start of this document if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us using the contact details at the start of this document.

You can also complain to the ICO if you are unhappy with how we have used your data. The ICO's information is:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113
ICO website: <https://www.ico.org.uk>