

## **SFC Privacy Notice – Job applicants**

### **9. Job applicants**

#### **9.1. *Source of the personal data***

SFC collects most of the personal data regarding job applications directly from the applicant themselves. However, we will also contact references for personal information as provided by the applicant.

#### **9.2. *Purposes of processing***

SFC collects the data in order to assess the applicant's suitability for the advertised role and to facilitate the employment of successful candidates. SFC also collects equalities data in order to carry out equalities reporting on job applicants.

#### **9.3. *Legal basis for processing***

SFC processes job applicant data so far as it is necessary processing in order to take steps at the request of the data subject prior to entering into a contract of employment.

SFC processes job applicant special category data so far as it is necessary for reasons of substantial public interest, on the basis of law under:

- Equalities Act 2010

#### **9.4. *Recipients of the data***

SFC will share the data contained within job applicants who are selected with members of the interview panel who may in certain circumstances be external to SFC.

SFC may also share your personal data with the Scottish Qualifications Authority under the provisions of our Human Resources shared services agreement.

SFC uses third parties for some of its IT systems which are used to hold and process personal data.