Privacy Notice: Job applicant accounts

This statement explains how Gonville & Caius College ("we" and "our") handles and uses information you as an applicant ("you" and "your") submit via the job application website when creating an account. For a statement explaining how we handle and use information we collect about applicants to manage applications for vacancies, as well as our subsequent recruitment processes please see Data Protection: Job applicants | Gonville & Caius.

The controller for your personal data is the Gonville & Caius College, Trinity Street, Cambridge, CB2 1TA. The designated Data Protection Officer appointed by the College under UK GDPR is Intercollegiate Services Limited (ISL, dpo@isl.colleges.cam.ac.uk).

The person within the College responsible for data protection is the College Data Protection Lead (Senior Bursar, senior.bursar@cai.cam.ac.uk). If you want to exercise any of your data protection rights, including requesting copies of personal data the College holds about you, or making a complaint about how the College has managed your personal data please contact us at data.protection@cai.cam.ac.uk.

The recruitment software we use via this website is supplied by IRIS Software Group Limited and they are legally defined as a data processor. They will only process your data in accordance with our instructions. They do not make decisions about the selection or recruitment of applicants. Decisions regarding progression to interview, subsequent stages of the recruitment process and offers of employment are made by the College.

The legal basis for processing your personal data is that it is necessary in order to take steps at your request prior to entering into a potential employment contract with us.

Where we process any special category of personal data about you, such as health or accessibility information, we will do this under one or more of the following conditions:

- Reasons of substantial public interest, including:
    - providing equality of opportunity or treatment
    - identifying suitable individuals to hold senior positions in the College, as well as promoting or maintaining racial and ethnic diversity at senior levels
    - meeting regulatory requirements
    - preventing fraud

How your data is used by the College

The recruitment software collects only personal data that is provided by you. We process this information for the purpose of creating and administering your account so that you can proceed with applications for our advertised vacancies. As part of the registration process, we process the following personal data about you:

- Name, address, email, telephone number

- CV, employment history and other information provided in support of your application
- Answers to questions around your recruitment preferences
- Any other information you wish to provide in support of building up your account profile

Who we share your data with

We may share relevant account data with our sub-contracting agent for HR recruitment services. Information is not shared with other third parties without your written consent. Generally, personal data is not shared outside of the UK and the European Economic Area.

Your account will be deactivated after 13 months of inactivity when your data will be fully anonymised.

Your rights

You have the right: to ask us for access to, rectification or erasure of your data; to restrict processing (pending correction or deletion); and to ask for the transfer of your data electronically to a third party (data portability). Some of these rights are not automatic, and we reserve the right to discuss with you why we might not comply with a request from you to exercise them.

You can access your profile, correct and update your details, or withdraw your details at any time. To do this, you can access your personal profile by using your secure login. Within your account, you can also use the Download Data feature to generate an XML file of the current data we hold on you that you have provided and/or have access to within the account.

You retain the right at all times to lodge a complaint about our management of your personal data with the Information Commissioner's Office.

Last updated: Head of HR and Records Manager
October 2026