

Request

Sent: 03 August 2022 10:59

To: DPO <DPO@rnngroup.ac.uk>

Subject: Data Protection retention query

How long do you retain online job applications and any associated paper documents?

If it's for a 6 month period, when does the 6 months start? Is it from the date of application, closing date for the role, from day/date of interview or from the date the outcome of interview/application is sent via email or from the date of any phone call decision outcome?

Is the process of deletion from the system automatic, say all applications are deleted from the system on the 2nd of the month following 6 calendar months? Or is this done manually/how do you ensure all applications/associated documents both electronic and paper are deleted/removed after this time?

Would there ever be a situation when any electronic applications or documents would be kept longer than the usual 6 months retention period and why would this be?

is there a time limit on when an applicant can apply for a role? So if they applied for a role in December and either weren't shortlisted or didn't get passed the interview stage, would they not be able to apply again until a year or 6/7/8 months had passed since their application or interview?

Our Ref: FOIA204

Your Ref: N/A

Date: 4th August 2022

Dear [REDACTED]

FREEDOM OF INFORMATION REQUEST (FOI): Retention – Online Job Applications

Thank you for your request for information, which we received on 3rd August 2022. We have handled your request under the Freedom of Information Act 2000 (FOIA).

Any correspondence regarding this should be addressed to FOI@rnngroup.ac.uk

Please note that we will be providing a response on behalf of the RNN Group as a whole, rather than any individual college or organisation within the Group.

The RNN Group main centres of operations are located at the following sites:

Site Name	Address
Rotherham College	Eastwood Lane, Rotherham. S65 1EG
North Nottinghamshire College	Carlton Road, Worksop. S81 7HP
Dinnington Campus	SITE NO LONGER IN OPERATION*
Dearne Valley College	Wath upon Dearne, Swinton. S63 7EW
University Centre Rotherham	Doncaster Gate, Rotherham. S65 1DJ
RNN Training	Carlton Road, Worksop. S81 7HP
Idle Valley Rural Centre	North Road, Retford. DN22 8SG
Construction Centre Rotherham	Rawmarsh Road, Rotherham. S60 1RU
Skills Centre Shireoaks	SITE NO LONGER IN OPERATION*
National Fluid Power Centre	Carlton Road, Worksop. S81 7HP
Create Skills Ltd	SUBSIDIARY COMPANY CEASED TRADING*
Charnwood Training	SUBSIDIARY COMPANY CEASED TRADING*
Aston Recruitment & Training	NO LONGER OWNED BY THE RNN GROUP*
Rotherham Education Services	Eastwood Lane, Rotherham. S65 1EG
Retford Post 16 Centre	Old Hall Drive, Retford. DN22 7EA
Nottinghamshire Children & Family Partnership	PARTNERSHIP HAS CEASED*

*Data from these sites have been re-located to other centres within the RNN Group, and if applicable, have formed part of the search for the information requested.



Attached is the information you requested.

Please note, whilst you have exercised your right to information under FOI, the RNN Group may not release some data it has on record. For example, if it contains personal details of individuals or if other exemptions apply, as detailed within the FOI legislation. See the Information Commissioners Office (ICO) website for further details as to what this means to you and the request you have made:

<https://ico.org.uk/for-organisations/guide-to-freedom-of-information/what-is-the-foi-act/>

In keeping with the spirit and effect of the FOIA, and in keeping with the RNN Group's transparency agenda, all information is assumed to be releasable to the public unless exempt. Therefore, the information released to you may now be published on the Group's website at www.rnngroup.co.uk/IG together with any related information that will provide a key to its wider context. Please note that this will not include your personal data.

Attached is Appendix A, giving contact details should you be unhappy with the service you have received from the RNN Group in regards to this FOI request.

If you have any queries about this letter then please do not hesitate to contact us.

Yours sincerely

The RNN Group Information Governance Team

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Appendix A

If you are unhappy with the service you have received in relation to your request, you may make a complaint or appeal against our decision under chapter 36, part 1, section 17 (7) of the Freedom of Information Act or under chapter 12, part 6, section 165 of the Data Protection Act (Article 57(1)(f) and (2) and 77 of the General Data Protection Regulations), within 40 working days of the date of this letter.

A copy of our complaints process can be found on the RNN Group website by following the link below and selecting the Feedback and Complaints section:
<https://www.rnngroup.co.uk/IG>

If you are not content with the outcome of the internal review of your complaint, the DPA gives you the right to apply directly to the Information Commissioner for a decision.

Please note that generally the Information Commissioner cannot make a decision unless you have first exhausted the RNN Group's own complaints procedure.

The Information Commissioner can be contacted at:
Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

1) How long do you retain online job applications and any associated paper documents?

Applications of unsuccessful candidates are stored for 9 months from the point of application and cleared on a monthly basis. Applications for the successful candidate are retained as part of employment. Partially completed applications which were never submitted are not visible in the system but are deleted after 6 months.

2) If it's for a 6 month period, when does the 6 months start? Is it from the date of application, closing date for the role, from day/date of interview or from the date the outcome of interview/application is sent via email or from the date of any phone call decision outcome?

The 9 month retention period starts when the application is received.

3) Is the process of deletion from the system automatic, say all applications are deleted from the system on the 2nd of the month following 6 calendar months? Or is this done manually/how do you ensure all applications/associated documents both electronic and paper are deleted/removed after this time?

Deletions are processed manually but in bulk each month by the HR Systems Analyst. A custom report is run and used to identify all applicants ready for deletion, and this is compared against the list generated by the system.

4) Would there ever be a situation when any electronic applications or documents would be kept longer than the usual 6 months retention period and why would this be?

No

5) is there a time limit on when an applicant can apply for a role? So if they applied for a role in December and either weren't shortlisted or didn't get passed the interview stage, would they not be able to apply again until a year or 6/7/8 months had passed since their application or interview?

There are no such time restrictions set up in the HR System assuming that the system vacancy was recreated rather than recycled. If the applicant applied for the same vacancy twice, the system would recognise the duplication.