

## **Job Applicant privacy notice**

As part of our recruitment processes, the Organisation collects and processes personal data relating to job applicants. The Organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

University of Strathclyde Student Union Organisation is a “Data Controller” and gathers and uses certain information about you.

### **What information does the Organisation collect?**

The Organisation collects a range of information about you. This includes:

- Your name, address and contact details, including email address and home and mobile phone numbers.
- Details of your qualifications, skills, experience and employment history, including start and end dates with previous employers and with the Organisation where relevant.
- Information about your current level of remuneration, including benefit entitlements.
- Whether or not you have a disability for which the Organisation needs to make reasonable adjustments during the recruitment process.
- Information about your entitlement to work in the UK.

The Organisation may collect this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The Organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers. The Organisation will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

We may also collect demographic information including gender, gender reassignment, disability, ethnic background, age, sexual orientation and religion or belief. This information is optional to provide. This information will be collected anonymously, stored separately from job applications, treated in the strictest confidence, and will play no part in the recruitment process. This information will only be accessed by HR and will be used to produce general reports on the diversity of job applicants, to allow us to maintain equal opportunities best practice, and identify barriers to workforce equality and diversity.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email and hard copy notes).

### **Why does the Organisation process personal data?**

The Organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you.

In some cases, the Organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The Organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the Organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The Organisation may also need to process data from job applicants to respond to and defend against legal claims.

The Organisation may process special categories of data, such as information about ethnic origin, sexual orientation or religion or belief, to monitor recruitment statistics. The Organisation also may collect information about whether or not applicants are disabled in order to make reasonable adjustments for candidates during the recruitment process who have a disability. The Organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

If your application is unsuccessful, the Organisation may keep your personal data on file in case there are future employment opportunities for which you may be suited. The Organisation will ask for your consent before it keeps your data for this purpose, and you are free to withdraw your consent at any time.

#### **Who has access to data?**

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles. The Organisation also shares your data with third parties that process data on its behalf, in connection with its Human Resources provider and the provision of occupational health services. The recipients of the information will be bound by confidentiality obligations. We may also be required to share some personal information as required to comply with law or regulation such as with UK Visas and Immigration and law enforcement agencies.

The Organisation will not transfer your data outside the European Economic Area.

#### **How does the Organisation protect data?**

The Organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

Where the Organisation engages third parties to process personal data on its behalf during the recruitment process, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and Organisation measures to ensure the security of data.

#### **For how long does the Organisation keep data?**

If your application for employment is unsuccessful, and if you agree to allow the Organisation to keep your personal data on file, the Organisation will hold your data on file for 6 months after the end of the relevant recruitment process for consideration for future employment opportunities. At the end of that period, or once you withdraw your consent, your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file (and retained for the duration of your employment). The periods for which your data will be held are contained in the Organisation's Data Protection Policy.

#### **Your rights**

As a data subject, you have a number of rights. You can:

- Access and obtain a copy of your data on request.
- Require the Organisation to change incorrect or incomplete data.
- Require the Organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing.
- Object to the processing of your data where the Organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact us.

If you believe that the Organisation has not complied with your data protection rights, you can complain to the



Information Commissioner.

**What if you do not provide personal data?**

You are under no statutory or contractual obligation to provide data to the Organisation during the recruitment process. However, if you do not provide the information, the Organisation may not be able to process your application properly or at all.

**Automated decision-making**

Recruitment processes are not based solely on automated decision-making.