



## Data Protection Privacy Notice for Job Applicants and Potential Job Applicants

<b>Privacy Notice</b>
<p>This privacy notice explains how the University of Strathclyde will use your personal information and your rights under data protection legislation.</p> <p>It is important that you read this notice prior to providing your information.</p>
<b>Who will process my personal information?</b>
<p>The University of Strathclyde is the organisation responsible for your personal data in terms of data protection legislation (the data controller).</p>
<b>Information we collect and use about you</b>
<p>We collect and process information about potential applicants and applicants for one of the purposes set out below in 'Why we require this information and our lawful basis'. This information will include:</p> <ul style="list-style-type: none"><li>- personal and contact information (including date of birth);</li><li>- education records;</li><li>- employment and training details;</li><li>- CV, cover letter, research plan (if applicable);</li><li>- visa requirements (e.g., Right to Work in the UK);</li><li>- references;</li><li>- pre-employment checks (e.g., Disclosure Scotland);</li><li>- financial information (e.g., for reimbursement of expenses).</li></ul> <p>You will also be prompted to complete an Equalities Monitoring form. Equalities Monitoring data is not shared with any individual involved in shortlisting or appointment decisions. Equality information helps the University meet its statutory obligations and its ambitions as a people-oriented and socially progressive institution. Although this form must be filled-in, you will have the option to select 'prefer not to say' in response to most questions.</p> <p>In some cases, we need to process data to ensure that we are complying with our legal obligations for example, it is mandatory to check successful applicants' eligibility to work in the UK before employment starts. In addition, for some roles we are required to collect information about criminal convictions, where these are appropriate to the nature of the role and a candidate's suitability to carry out such a role. Where appropriate, we will collect information about criminal convictions through a Disclosure Scotland check or we may be notified of such information directly by you in the course of your job application. Other types of pre-employment checks may be required for the particular role you are applying for, in such cases these checks will notified to you and your consent for the required information to be provided to a third-party provider.</p>
<b>Why we require this information and our lawful basis</b>
<p>For both applicants and potential applicants, we will process your information in order to:</p> <ul style="list-style-type: none"><li>- respond to enquiries and/or send information about the University;</li></ul>

- manage the recruitment process, including job search, application, short-listing and interview, pre-employment checks;
- contact you following an event/recruitment fair etc., where you consented to us contacting you;
- advise on visa requirements and obtain relevant supporting documentation;
- inform any agent representing you, i.e., recruitment agencies, of the progress, status and outcome of your application;
- for equality monitoring purposes and to provide information/support where necessary, e.g. in relation to disabilities;
- gather your candidate experience feedback (depending on your preferences).

Depending on the personal data and the specific purpose we will rely on one of the following lawful bases:

- legitimate interests
- consent
- contract or steps necessary to enter into a contract
- public task
- legal obligations

We will only send you electronic marketing information about the University where you have requested this, we have your consent or are otherwise legally able to do so.

#### **Is my data secure?**

Your personal data will be managed securely. Access will be restricted to only those staff or authorised agents who require it and on a 'need to know' basis. The University will employ any technical and organisational measures necessary to protect your data. You can find more information about our [Information Security policies](#) on our website.

#### **Keeping information updated**

The University strives to ensure that your personal data is accurate and up to date. If you use our online recruitment system, you have control over your profile and can amend your information. If you need to amend your information once an application has been submitted, then you can contact the University's Human Resources department.

#### **Retention of Personal Data**

**Potential applicants:** We will only retain your personal information for as long as required to: provide you with the information you have requested; to respond to any queries; or to send you relevant information about the University and potential career opportunities if you have consented to receive this. If you register, but do not complete and submit your application on our online recruitment system, your data will be retained for 18 months from your last activity and then your account will be deleted. However, you will be notified prior to deletion, by email, to the address that you used to register.

If you go on to complete and submit your application, we will retain your information as set out below for applicants.

**Applicants:** If you are successful in your application, your data will be used to create your personal file as a member of staff. The use of this data is set out in the Privacy Notice for Staff and Other Categories.

If your application for employment is not successful, the University will retain your application data for 18 months following the completion of the recruitment process, unless it is required to retain it for longer to demonstrate compliance with visa and immigration purposes. Keeping your online recruitment system account active during this 18-month period will make it easier for you to apply for future vacancies.

If you create an account on our vacancy management system, you can choose to delete your account at any time. If your account is inactive for 18 months then it will be deleted. When your account is deleted all your

personal information and any documents that you have uploaded (CV, covering letter, research plan) will be removed from the database. Anonymised information will be retained so that the University can monitor the number of applicants to each vacancy, as well as the equality monitoring characteristics of these applicants.

If, instead of applying for a vacancy using our online recruitment system, you correspond directly with a named contact in HR or in an employing department, we will only retain your information for as long as required to provide you with a response and to deal with any subsequent queries you may have.

### Your Rights

Under data protection legislation, you have a number of rights\* including the right to:

- withdraw consent, at any time, where that is the lawful basis of our processing;
- access your personal data and obtain a copy, free of charge;
- rectify inaccuracies in personal data that we hold about you;
- erasure, that is have your details removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a portable copy of data you have given to us in a commonly used electronic form; and
- object to certain processing of your personal data by us.

**\*Please note that the ability to exercise these rights will vary and depend on the lawful basis under which the processing is being carried out.**

Please contact [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk) if you wish to exercise/enquire about any of these rights.

### Complaints

If you wish to make a complaint about how we have handled your personal data, you can contact the Data Protection Officer at [dataprotection@strath.ac.uk](mailto:dataprotection@strath.ac.uk)

If you are not satisfied with our response or believe we are not processing your personal data in accordance with the law, you also have the right to complain to the Information Commissioner's Office (<https://ico.org.uk/concerns/>).