

Data Protection Privacy Notice for Job Applicants and Potential Job Applicants

Introduction

The University of Strathclyde is committed to transparency and to complying with its responsibilities under data protection legislation. This privacy notice sets out important information regarding how we will use your information and your rights under the legislation. This privacy notice relates to job applicants and potential job applicants for a post at the University.

The Legislation

The University is subject to legislation which regulates how organisations are allowed to use personal data. This notice is intended to meet the transparency requirements of the legislation and to ensure that all individuals in the categories above know how their data will be processed.

Who will process my personal information?

Under data protection legislation the University is the 'data controller'. This means that the University is responsible for how it uses and processes your personal data and for complying with requests from you in relation to your personal data, where appropriate under the legislation.

How we use your information

We have set out below the main purposes for which we will use your information for different categories of individual, who it is shared with etc. For each type of processing we are required to identify our 'lawful basis for processing'. This is set out in Appendix A.

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 are able to 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 via the details below.

Retention of Personal Data

The University will retain your personal data only for as long as is necessary for the purposes described. These periods are set out below.

Your Rights

You have the right to:

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- find out what personal data we process about you and obtain a copy of the data, free of charge within one month of your request. We may make a charge for additional copies of the same information;
- ask us to correct inaccurate or incomplete data.
- withdraw consent to process your personal data at any time, if you were asked for and provided consent.

If you think we are acting unfairly or unlawfully you can:

- object to the way we are using your data;
- complain to the [UK Information Commissioner's Office](#).

Under certain conditions you also have the right to ask us to:

- restrict the use of your data e.g. if you have raised issues about the accuracy or use of your personal data, until we have investigated and responded to your concerns;
- erase your information or tell us to stop using it to make decisions about you;
- comply with your wishes where you have previously agreed to us processing your data for a particular purpose and have withdrawn your consent to further processing;
- provide you with a portable electronic copy of data you've given us.

Please contact us if you wish to exercise/enquire about any of these rights.

Contact Details

Data Protection Officer
 University of Strathclyde
 Information Governance Unit
 16 Richmond Street
 Glasgow, G1 1XQ
 Email: dataprotection@strath.ac.uk
 Phone: 0141 548 3217

More information

To find out more about data protection and your rights please see:

- The Information Commissioner's Office website: <http://www.ico.org.uk>.
- The University's Data Protection webpages <http://www.strath.ac.uk/dataprotection/>

Potential job applicants

You may search for current vacancies using the [University's e-recruitment system](#), Engage ATS (Applicant Tracking System). If you wish to set up filtered job alerts, you will be prompted to supply a personal email address. We will only contact you with information about posts you may be interested in if you consent to receive this information, via the e-recruitment system. Your data will be stored on the Engage ATS system, which is provided by Havas People, on servers located within the European Economic Area. Engage ATS provides security to the international standard ISO27001.

Should you wish to start the application process for any vacancy, you will additionally need to supply your name and a password; this will lead to the creation of an account. You retain control over your account and can edit or delete it at any time. Inactive accounts will be deleted automatically after 18 months but you will be notified first, by email, to the address that you used to register.

If you choose to complete an application for a job using the University's e-recruitment system, you will need to supply further personal information by way of an online application form, including contact details, a CV, a covering letter and – for certain roles – a research plan. You will also be prompted to complete an Equalities Monitoring form, which is not shared with the recruiting panel but will be used for anonymised statistical analyses.

Equality information helps the University meet its obligations and ambitions as a people-oriented employer and, although this form must be filled-in, you have the option to select 'prefer not to say' in response to each question.

Job applicants

Most recruitment is managed via our e-recruitment system, Engage ATS. If you submit an application via this system, we will send you recruitment administration information to the contact email address that you have provided. Where the e-recruitment system is not used, applications/communications may be managed directly by a member of staff. Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources team; the selection panel involved in the recruitment process; relevant staff in the business area that has the vacancy; and IT staff, if access to the data is necessary for them to provide systems support. We will process the information on your application form, any supporting documents requested as part of the process and additional details provided by any referees and recorded following any interview process. This information will be used to assess your application and make a decision regarding your suitability for the post.

The University will only share your data with third parties to the extent that this is essential for the completion of the recruitment process. This means that we will contact referees, if you are identified as the preferred candidate (or sooner if you have consented for this to happen). We will also have to verify your qualifications and establish your right to work in the UK. In some cases a recruitment panel member may be external to the University and therefore will be provided with your application for review.

If you are successful in your application, your data will be used as set out in the Privacy Notice for Staff and Other Individuals. 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 legally-bound to retain it for longer in order to be able to demonstrate compliance with the Home Office's [Resident Labour Market Test](#). Keeping your Engage ATS account active during this 18-month period will make it easier for you to apply for future vacancies.

If you choose to delete your account at any time (or if it reaches 18 months of inactivity), your personally-identifiable information and any documents that you have uploaded (CV, covering letter, research plan) will be removed from the database. However, 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 Engage ATS, 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.

The University collects recruitment information in a variety of ways. For example, data is collected through application forms, CVs or résumés; obtained from your passport or other identity documents such as your driving licence; from forms completed by you at the start of or during employment (such as benefit nomination forms); from correspondence with you; or through interviews, meetings or other assessments. For certain roles, you will need to apply to [Disclosure Scotland](#), this includes posts requiring clearance under the Protection of Vulnerable Groups (PVG) scheme. The University will countersign your form and will be notified of the outcome; in such cases, obtaining relevant clearance will be a condition of your contract of employment.

Appendix 1

Purpose	Lawful basis – personal data	Lawful basis - special category data
Pre-employment and Recruitment		
Responding to enquiries	Consent	
Unsolicited job applications (destroyed immediately upon receipt)	Legitimate interests	
Unsubmitted applications/info on e-recruitment system (including any equal opportunity monitoring information completed)	Consent	Consent
Unsuccessful candidate application (including references and equal monitoring info)	Legitimate interest, legal obligation	Substantial public interest
Shortlisting/ interview outcomes	Legitimate interest, legal obligation	
Security checks, including Disclosure Scotland and PVG applications and outcomes	Legal obligation, Consent	Substantial public interest, Consent