

## Data privacy statement: University applicants

This privacy policy explains how we use any personal information we collect about you when you [apply for a vacancy](#) we are advertising.

Like any organisation, as part of any recruitment process, we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

### Who is our Information Compliance Officer?

Tracy Brathwaite ([dsar@londonmet.ac.uk](mailto:dsar@londonmet.ac.uk) or 020 7133 4137).

### University's Data protection policy

We publish the [University's Data Protection Policy](#) on the external webpages.

### What type of information do we collect?

You will need to register on our online e-recruitment system before you can apply for any posts online with us. If you register or apply for a post at the University, we will collect the following information about you:

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Contact details for referees whom we can contact to seek a reference for you;
- Whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- Information about your eligibility to work in the UK;
- Equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, and religion or belief;
- Whether you are related to a current member of staff or a student at LondonMet;
- Details of any unspent criminal convictions other than for a motoring offence; and
- Whether you have ever been expelled from or disciplined by any professional body.

For applicants selected for an offer, or conditional offer of employment, we will ask you to provide

- confirm some of the information you will already have provided at the application stage
- Details of your highest academic, clinical, professional or teaching qualifications;
- The nature of your previous employment;
- Registration details with any health or social care regulatory body as a practitioner;
- Research student career tracking details;
- A completed personal details form and health questionnaire;
- Evidence of your most recent earnings;
- Proof of your identity and eligibility to work in the UK;
- Originals of your qualifications held;
- Your bank account, NI and tax information for payroll purposes; and
- Emergency contact and next of kin details.

Where the post is subject to a Disclosure and Barring Service (DBS) check, you will also be asked to complete a DBS application and provide the relevant original identity documents required by the DBS.

We collect this information in a variety of ways including in application forms, cvs, personal details forms, health questionnaires, and face to face meetings to view and take copies of your original documents such as your qualifications, passport or other identity documents.

We will also collect personal data about you from third parties, such as references supplied by former employers and information DBS checks. We will only take up references from the referees you provide us and only once you have been selected for a job offer.

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

### **How will we use the information about you?**

When you register on our e-recruitment system we will ask you if you want your profile to be shared with University staff for the purpose of matching you to vacancies. If you give your consent by ticking the box, your profile will be made accessible to University staff who will use it to match you against search criteria when seeking potential applicants for vacancies. If you do not give your consent by ticking the box, your data will only be accessible to you.

The University will use the information you provide to us on your application form for recruitment and selection purposes.

If your application is successful and we offer you a post with us, we will also use the information that you provided to us on your online application form to perform our contract of employment with you.

The information you provide to us will be kept confidential and your personal information will not be disclosed to third parties without your prior consent except where necessary to confirm factual information provided by you; and in compiling anonymous statistical data that we are legally required to submit to Government agencies such as the Higher Education Statistics Agency (HESA).

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

We follow our published [records retention schedule](#) unless detailed below.

Where you have given us your express consent to hold your registration details on our e-recruitment system or to share your details with University recruiters, we will continue to hold this information and make it available unless you delete it at any time or ask us to delete it.

If your application for employment is unsuccessful, the University will hold your data on file for 6 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR file and retained during your employment and will be destroyed 6 years after your employment ends.

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

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

In some cases, the University 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 University 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 University to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. The University may also need to process data from job applicants to respond to and defend against legal claims.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The University processes information on protected characteristics covering age, gender, ethnic origin, nationality, sexual orientation, disability, religion or belief, for equal opportunities monitoring purposes.

For some roles, the University is obliged to seek information from the disclosure and barring service about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than as specified.

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

Your information will be shared internally for the purposes of the recruitment exercise with members of the HR and other University staff on the recruitment panel.

Successful applicant data will be shared with Estates and IT staff to enable us to set up and administer your staff ID card, building access and IT systems access which is necessary for the performance of your role.

The University will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with your referees to obtain references for you, and where appropriate with the Disclosure and Barring Service to obtain necessary criminal records checks.

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

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

The University 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.

### **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 university to change incorrect or incomplete data;
- require the university 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 university is relying on its legitimate interests as the legal ground for processing; and
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact our Information Compliance Officer.

If you believe that the organisation has not complied with your data protection rights, you can complain to the Information Commissioner.

## **Self-service access to your information and data correction**

You can view, update or delete your e-recruitment profile at any time.

Employees can view and update their key personal information via our [employee self-service portal](#).

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

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

## **Automated decision-making**

Some of the University's recruitment processes are based partly on automated decision-making. Searches can be performed against key words to identify potential applicants who have registered on the e-recruitment system and who have given their express consent to share their details with university recruiters.

## **Changes to our privacy statement / policy**

We keep our privacy policy under regular review and we will publish any updates on this web page. This privacy policy was last updated on 10 December 2018.

## **How to contact us if you have queries or concerns**

If you have any questions about our data privacy policy or the information that HR holds about you please email [hr@londonmet.ac.uk](mailto:hr@londonmet.ac.uk).