



## Recruitment Process Privacy Notice

### Information you need to know:

The HR Division is part of the University of Leicester. Further information on the institution can be found here: <https://le.ac.uk/>. The University of Leicester is the Data Controller for your information.

The Data Protection Officer is: Parmjit Gill, Data Protection Officer and Information Assurance Services Manager, Information Assurance Services, University of Leicester, University Road, Leicester, LE1 7RH. Email: [pg170@le.ac.uk](mailto:pg170@le.ac.uk).

This privacy notice explains how we use your personal information as part of any recruitment process and your rights regarding that information. We are committed to being transparent about how we collect and use that information and to meeting our data protection obligations.

### What information are we collecting?

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

- Your name, address and contact details, including email address and telephone number;
- Details of your qualifications, skills, experience and employment history;
- Information about your current level of remuneration, including benefit entitlements;
- Bank details at on-boarding stage to set you up for pay if you are successful in your job application;
- Whether or not you have a disability for which the University needs to make reasonable adjustments during the recruitment process;
- Information about your entitlement to work in the UK;
- Equal opportunities monitoring information, including information about your age, ethnic origin, gender, gender reassignment, sexual orientation, marital status, pregnancy/maternity and religion or belief. This information will not be shared with the recruitment panel and will only be used for monitoring purposes or to assist you where you require special adjustments; and
- Bibliometric and research quality output data (academic and research only)

The University 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.

The University may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks. The University will hold referee details supplied by you and other third parties to seek information during the application process, with your permission, and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems (including our candidate management system), on grant management systems (where there is external funding relating to your post), and on other IT systems (including email).



## Why are we collecting your data and what is the legal basis for this?

The University 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 temporary worker agreement for service or permanent employment contract with you.

The legal basis for processing these personal data is either contract and/or legal obligation when applying for roles and the employment contract between the University and the individual if successful.

In some cases, the University needs to process data to ensure that it is complying with its legal obligations such as checking a successful applicant's eligibility to work in the UK before employment starts.

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 University may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

The University processes other special categories of data in relation to protected characteristics defined under the Equality Act 2010 for equal opportunities monitoring purposes under the condition of being necessary for employment purposes.

For some roles, the University is obliged to seek information about criminal convictions and offences. Where the University 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.

For other roles, and in order to comply with Health and Safety legislation, we are obliged to ask for additional information on your health status in order to protect your health and safety at work.

If your application is unsuccessful, the University may keep your personal data in case there are future employment opportunities for which you may be suited for a period of 12 months, after which your details will be anonymised and only used for equal opportunities monitoring purposes.

In addition to the above bases, we may also process data for other reasons where this has received your explicit, freely given consent.

## Who has access to these data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of HR and the recruitment team, interviewers involved in the recruitment process, the recruiting manager in the business area, payroll, Research and Enterprise Division, and IT staff if access to the data is necessary for the performance of their roles.

If shortlisted for an academic or research post, your information may also be shared with the University's Bibliometrician in order to obtain bibliometric data for use at the interview stage of the recruitment process.



On occasion, the University engages individuals external to the organisation to act as experts on selection panels. In these circumstances, access will be provided to applicant details via the candidate management system for purposes of the recruitment exercise.

Information related to your health will be managed by the University's Occupational Health Department and will not be shared outside Occupational Health without your express consent.

The University will not routinely share your data with third parties. However for the purposes of pre-employment checking we may gather references during the application process and check your right to work via an approved Identification document validation technology provider. The University will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks, and the Disclosure and Barring Service to obtain necessary criminal records checks, where appropriate. If an external funding body is directly funding the employment, then payroll data and CVs may be shared with this funder.

If your employment is funded on grant monies, salary information and your CV may need to be passed to the external funding body for approval. If your role involves working with third-party organisations such as the NHS, information relating to your employment may need to be passed to the third party for the purposes of your employment.

## How does the University protect your data?

The University takes the security of your data seriously. It has internal policies and controls in place to ensure that your data are not lost, accidentally destroyed, misused or disclosed, and are not accessed except by our employees in the proper performance of their duties. The candidate management system used for applications and the management of the recruitment process is known as "Eploy". This system has been assessed to the IASME standard and international best practice, the certification is risk-based and includes aspects such as physical security, staff awareness and data backup.

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

If your application for employment is unsuccessful, the University will hold your data on Eploy after the end of the relevant recruitment process in order to alert you to other vacancies that might be of interest to you. This data will be kept for 12 months after which they will be anonymised.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment and afterwards in line with legislation including the storage of personal records and to comply with the requirements of the UK Borders Agency and other statutory bodies. This information can be held electronically on the University's HR system, SAP, and also in paper format.

We retain employee data for 6 years from the end of employment as outlined in the University's retention schedules. For more information please see the following [link](#).

## 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 are no longer necessary or legally required for the purposes of processing; and the right to data portability

If you would like to exercise any of these rights, please contact the recruitment team on **Recruitment@le.ac.uk**

## What if you do not provide 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

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

## How to complain to the Information Commissioner's Office

The Information Commissioner can be contacted on:

Post: Information Commissioners Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK95AF.

Tel: 0303 123 1113.

Email contact can be made by accessing [www.ico.org.uk](http://www.ico.org.uk)