

Leeds Beckett University Potential Colleague Privacy Notice

WHAT IS THE PURPOSE OF THIS DOCUMENT?

Leeds Beckett University is a “data controller”. This means that we are responsible for deciding how we hold and use personal information about you. You have been asked to read and accept the terms within this privacy notice because you are applying for work with us (whether as an employee, worker or contractor). It makes you aware of how and why your personal data will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

We will comply with data protection law and principles, which means that your data will be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

THE KIND OF INFORMATION WE HOLD ABOUT YOU

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided on our application form, including name, title, address, telephone number, personal email address, employment history, qualifications and current levels of remuneration.
- Other information that we capture on our application form and use for monitoring purposes but is not considered special category such as date of birth and gender.
- The information you have provided to us on your curriculum vitae, covering letter and any other supporting documents.
- Any information you provide to us during an interview.
- Any test results that form part of the application or selection process.
- Information linked to your right to work in the United Kingdom.
- Information about criminal convictions and offences.

We may also collect, store and use the following “special categories” of more sensitive personal information:

- Information about your race or ethnicity, religion or beliefs and sexual orientation.
- Information about your health via our pre-employment health declaration form, including any medical condition, health and sickness records.

The provision of sensitive personal data that we capture on our equal opportunities monitoring form is voluntary. This includes, but is not limited to, information relating to your race or ethnicity, religion or belief and your sexual identity.

HOW IS YOUR PERSONAL INFORMATION COLLECTED?

We collect personal information about candidates from the following sources:

- You, the candidate.
- Recruitment agencies, if they are dealing with the vacancy on our behalf.
- Disclosure and Barring Service (DBS) in respect of criminal convictions.
- Your named referees, from whom we collect the following categories of data: employment details, assessment of performance/ability, sickness absence in the last 24 months, suitability for the post and information about outstanding disciplinary sanctions.
- In certain circumstances, confirmation of qualifications is obtained from relevant bodies.

HOW WE WILL USE INFORMATION ABOUT YOU

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role.
- Carry out DBS and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.
- For equal opportunities monitoring, applications for quality marks and any related statutory obligations, using anonymised data.
- To respond to Freedom of Information requests, using anonymised data.
- For monitoring the effectiveness of our policies and procedures, including research and statistical purposes, using an anonymised format.

It is in our legitimate interests to decide whether to appoint you to the role since it would be beneficial to our business to appoint someone to that role.

We also need to process your personal information to decide whether to enter into a contract (of employment) with you.

Having received your application form or CV and the results from any initial tests, we will then process that information to decide whether you meet the basic requirements to be shortlisted for

the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether to offer you the role. If we decide to offer you the role, we will then take up references, carry out a criminal record check if it is relevant to the role, carry out a pre-employment medical check and carry out any other checks we tell you are relevant to the role before confirming your appointment.

If you fail to provide personal information

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

HOW WE USE PARTICULARLY SENSITIVE PERSONAL INFORMATION

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during an interview, test or presentation. This information will also be shared with the interview panel as the University subscribes to the 'Disability Confident' scheme which means a guaranteed interview for disabled applicants who meet the essential criteria as defined in the employee specification.
- We will use information about your race or ethnicity, religion or belief and your sexual identity to ensure meaningful equal opportunity monitoring and reporting.

INFORMATION ABOUT CRIMINAL CONVICTIONS

Having a criminal record will not necessarily bar you from working with us. This will depend on the nature of the post you are applying for and the circumstances and background of the offence(s). For all posts you are required to declare unspent convictions. For posts requiring a criminal record check, if you are identified as the preferred candidate, you will be required to complete a criminal record disclosure for assessing whether a relevant criminal conviction affects your suitability for a post. In our assessment, we will have regard for the Rehabilitation of Offenders Act 1974.

We have a policy on Safeguarding Vulnerable Groups. Despite being primarily concerned with the delivery of higher education to adults, the University engages on a regular basis with both children and vulnerable adults. The Disclosure and Barring Policy sets out the approach that the University will take when recruiting employees and volunteers to posts involving work with children and/or vulnerable adults, including our legal obligations. The job description for the role sets out when a criminal record check is required and what level of check is needed.

If the post requires a criminal record check, we are required to carry out a check in order to satisfy ourselves that there is nothing in your criminal convictions history which makes you unsuitable for the role.

AUTOMATED DECISION-MAKING

You will not be subject to decisions that will have a significant impact on you based solely on automated decision-making.

DATA SHARING

Why might you share my personal information with third parties?

We will only share your personal information with the following third parties for the purposes of processing your application: external panel members, search agencies, Atlantic Data (to process DBS applications online) and any test providers. Personal data linked to immigration requirements may be processed, retained and shared with the Home Office, specifically for the Resident Labour Market Test for Tier 2 General. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal data for their own purposes. We only permit them to process your personal data for specified purposes and in accordance with our instructions.

DATA SECURITY

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from Human Resources by sending an email to hris@leedsbeckett.ac.uk.

We have put in place procedures to deal with any suspected personal data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

DATA RETENTION

How long will you use my information for?

We will only retain your personal information for as long as necessary to fulfil the purposes we collected it for, including for the purposes of satisfying any legal, accounting, or reporting requirements. It will be kept in accordance with the records retention schedule which can be accessed at <http://www.leedsbeckett.ac.uk/records-retention/>. We retain your personal information for the defined period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information in accordance with our data retention policy. If your application is successful, your information will be kept as part of your staff record and in accordance with our records retention policy.

We will seek your explicit consent during the application process to retain your personal information for a fixed period so that should a further opportunity arise in future that you may wish to be considered for, we can contact you about it to establish whether you would be interested in pursuing an application for the role.

RIGHTS OF ACCESS, CORRECTION, ERASURE, AND RESTRICTION

Your rights in connection with personal information

Under certain circumstances, by law you have the right to:

- **Request access** to your personal information (commonly known as a “data subject access request”). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- **Request correction** of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- **Request erasure** of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- **Object to processing** of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- **Request the restriction of processing** of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- **Request the transfer** of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal data, or request that we transfer a copy of your personal information to another party, please contact Human Resources by sending an email to hris@leedsbeckett.ac.uk.

DATA PROTECTION OFFICER

We have appointed a Data Protection Officer to oversee compliance with this privacy notice. If you have any questions or concerns about how we handle your personal information, please contact the Data Protection Officer at: secretary@leedsbeckett.ac.uk in the first instance. You have the right to make a complaint at any time to the Information Commissioner’s Office (ICO), the UK supervisory authority for data protection issues.

CHANGES TO THIS PRIVACY NOTICE

We reserve the right to update this privacy notice at any time, and we will make a new privacy

notice available on the University's main website when we make any substantial updates. We may also notify you in other ways from time to time about the processing of your personal information.

If you have any questions about this privacy notice, please contact Human Resources by sending an email to hris@leedsbeckett.ac.uk.

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