

# **Privacy Statement: How We Handle Your Application Data**

## **1. What Information Do We Collect?**

1.1. During the application process, we gather various types of information about you, including:

- Your name, address, and contact details (such as your email address, phone number, and home address);
- Details of your qualifications, skills, experience, and work history;
- Information regarding any disabilities that may require reasonable adjustments during the recruitment process; and
- Equal opportunities monitoring data, including information about your ethnic background, sexual orientation, health, and religious beliefs.

## **2. How Do We Collect This Information?**

2.1. We obtain this information in multiple ways. It may be collected through:

- Online and paper application forms;
- Passports or other forms of identification;
- Interviews and other types of assessments; and
- Additionally, we gather personal data from third parties, such as:
  - References provided by previous employers; and
  - Background check information obtained from recruitment agencies or employment screening providers.

## **3. Where Is Your Data Stored?**

3.1. Your data is stored in various locations, including:

- Your application record;
- Our HR recruitment systems; and
- If your application is successful, the personal data collected during the recruitment process may be transferred to your personnel file and retained during your employment.

## **4. Why Do We Process Personal Data?**

4.1. We process your personal data to take the necessary steps before entering into a contract with you and to formalise that contract when an offer is made.

4.2. In certain situations, processing your data helps us fulfil legal obligations. For example, we are required to verify a successful applicant's right to work in the UK before their employment begins.

4.3. We also have a legitimate interest in processing data throughout the recruitment process and maintaining records of that process. This helps us:

- Manage the recruitment process effectively;
- Assess and confirm a candidate's suitability for a role; and
- Make informed decisions about whom to offer a position.
- When it comes to health information, we process this data to make reasonable adjustments for candidates with disabilities, in line with our legal obligations, specific rights related to employment, and our Disability Confident status.
- For other special categories of data, such as information about ethnicity, sexual orientation, health, religion or belief, age, gender, or marital status, we process this data solely for equal opportunities monitoring purposes. This processing is carried out with your explicitly consent which you may withdraw at any time. The data is processed in a way that does not identify individuals. It is not shared with third parties and is accessed only on a strictly needs basis by authorized members of the People & Culture Team.
- We will not use your data for any purpose beyond the recruitment process for which you applied or for EDI reporting.

## 5. Who Has Access to Your Data?

5.1. Your information, except for the special categories of data, may be shared internally to facilitate the recruitment process. This includes:

- Members of the People & Culture Team;
- Employees involved in assessing your application;
- We will not share your data with third parties unless your application is successful, and we offer you a position. At that stage, we may share some information with former employers to obtain references, but only with your consent; and
- Your data will not be transferred outside the European Economic Area (EEA).

## 6. How Is Your Data Protected?

6.1. We take the security of your data seriously and have policies and controls in place to prevent:

- Loss or accidental destruction;
- Misuse or unauthorised disclosure; and
- Access by anyone who does not require it for their role.

## 7. How Long Is Your Data Retained?

7.1. If your application is unsuccessful, we will retain your data for 6 months after the conclusion of the recruitment process. After this period, your data will be deleted or destroyed.

7.2. If your application is successful, the personal data collected during the recruitment process may be transferred to your personnel file and retained during your employment.

## 8. What are Your Rights?

8.1. As a data subject, you have the following rights:

- **The Right to be Informed** – This privacy notice sets out what data we collect and how we process it. At the point of collection, we will direct you to these statement and inform you of why we are collecting data.
- **The Right of Access** – You have a right to ask for a copy of the information we hold about you, which you can do by contacting us on [dataprotection@su.ntu.ac.uk](mailto:dataprotection@su.ntu.ac.uk); If you want to access your information the Information Commissioner's Office can provide you with guidance on your rights and on making this request. Subject to the complexity of your request NTSU has 1 month to respond and will not normally levy any charges. As a minimum you should contact us with your name, address, telephone number, any information we might know you by (previous names etc), and a detailed description of the information you would like (including the topic it is relating to including systems, times, and dates). If we request clarification from you to identify the data you are requesting any delays in responding may impact on the response period, and in complex cases we have the right to extend this by a further 2 months, however we will always do our best to respond as soon as possible. We may also request further information, including identification and verification to ensure you are who you say you are before we give you your information. Where requests are manifestly unfounded or excessive we will either charge a fee taking into account the administrative costs or refuse to respond.
- **The Right to Rectification** – If your data is inaccurate or incomplete and you have not been able to rectify it with the area of NTSU responsible, or you don't know who to contact to rectify this information please contact [dataprotection@su.ntu.ac.uk](mailto:dataprotection@su.ntu.ac.uk) . In most cases we will rectify your data within 1 month or respond to justify why this cannot be done;
- **The Right to Erasure** – If you would like us to erase all data we hold on you then you must contact us at [dataprotection@su.ntu.ac.uk](mailto:dataprotection@su.ntu.ac.uk). This right of erasure does not cover data which is required to be kept by law, this may include for example accident reports, HR records, finance records;
- **The Right to Restrict Processing** – You can request that we restrict the processing your personal data during the recruitment process in certain circumstances (this may apply where you contest the accuracy of the data, object to our use of it, or where processing is unlawful and you oppose erasure).

Where processing is restricted, we will store your data securely and will only process it with your consent or where legally required.

- **The Right to Data Portability** – We work with our suppliers to ensure any data you request from us will be in an easy readable electronic format.
- **The Right to Object** – If you would like to object about any of our data processing, please contact us on [dataprotection@su.ntu.ac.uk](mailto:dataprotection@su.ntu.ac.uk)
- **Rights in relation to automated decision making and profiling** – We do not use automated decision making or profiling in our recruitment processes that produces legal or similarly significant effects on you. All recruitment decisions are made by people.

## **9. Our Data Protection Officer?**

- 9.1. The NTSU Data Protection Officer is currently Hannah Templeman and can be contacted on [dataprotection@su.ntu.ac.uk](mailto:dataprotection@su.ntu.ac.uk)

## **10. Communicating Changes to this Privacy Statement**

- 10.1. We may change this Privacy Statement from time to time in line with new or updated policies, procedures or legislation. If we make any significant changes in the way we treat your personal information during the application process we will make this clear on our website or by contacting you directly.
- 10.2. If you have any questions, comments or suggestions, please let us know by contacting [dataprotection@su.ntu.ac.uk](mailto:dataprotection@su.ntu.ac.uk)