

Applicant Notice - GDPR

This Notice provides information about the processing and use of personal data provided by job applicants to Teesside University. From 25 May 2018, we shall process your personal data in accordance with the General Data Protection Regulations (or GDPR for short).

1. What is 'personal data'?

'Personal data' relates to any information that identifies you as an individual, and where an individual can be directly or indirectly identified in particular by reference to an identifier, including sensitive personal data.

2. Who will process my personal information?

Your personal information will be processed by Teesside University, as both a data controller, and data processor.

The term 'processing' includes the initial collection of personal data, the holding and use of such data, as well as access and disclosure, through to final destruction.

Some of your personal information may be processed by companies who act on our behalf or who have a legitimate interest in your information (e.g. recruitment agency, headhunters)

3. How does my Web Recruitment System account work?

If you are applying for a vacancy through the Web Recruitment System, information about how your account works is published separately, as part of the application process.

4. What personal information will be processed?

The University will use the details you provide as required in the application process. These normally include your application form, any personal statements, CV, publications, or other supporting documents. In addition, any additional details provided by any referees and any assessments or decisions recorded following any interview process.

If you are required to undergo any additional recruitment checks or procedures as part of the job application and offer process (e.g. criminal convictions checks or visa application procedures), we will use this information as described above.

5. What is the purpose and legal basis of the processing?

The University will process the personal information provided on your application and the other information referred to above for the purposes of identifying you, processing your application, verifying the information provided and assessing your suitability for the role (including any relevant right to work checks), deciding whether to offer you a job, and communicating that outcome (together with any feedback).

We may also use or disclose the information provided for the following statutory or public interest purposes:

- To prevent or detect fraud.
- For equal opportunities monitoring.
- To help us to make reasonable adjustments for any disability, as requested by you.
- To provide statutory returns required by applicable legislation.
- For research and statistical purposes, but no information that could identify you will be published.

If you are a current employee, then we may use the information (including equalities information) you provide in any application you submit to update the employment records we already hold on you.

We consider the processing of your personal information for the above purposes to be either necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application for employment with us), or necessary for compliance with a legal obligation (e.g. equal opportunities monitoring), or necessary for the performance of tasks we carry out in the public interest (e.g. non-statutory reporting or research). We require you to provide us with the information we ask for during the application process in order to assess your application properly except where its supply is marked as optional. Applications decisions are not automated.

6. Who will my personal information be shared with?

As well as circulating your application and related materials to the appropriate staff at the University for recruitment purposes, we will share your personal information for the above purposes as relevant and necessary with:

- Your referees.
- Where relevant and necessary, any internal School/Department you may become connected to.
- Where relevant and as required, the Disclosure and Barring Service or UK Visas and Immigration in order to administer relevant recruitment checks and procedures.
- Where relevant and as required for some posts, NHS organisations (e.g. NHS Trusts or Local Education Training Boards).
- Companies or organisations providing specific services to, or on behalf of, the University.

- Selected funding bodies (ERDF) to administer relevant funding compliance.

7. How is my personal information used if I become a member of staff?

If you are hired, we will use your personal information for the purposes described in the University's Staff Privacy Notice as amended from time to time.

If you are hired, the University will also return data about you to the Higher Education Statistics Agency (as described on HESA's website at <https://www.hesa.ac.uk/about/regulation/data-protection/notices>) and other external agencies, as required.

8. How can I access my personal information?

You can access the personal information that is held by us, through the Universities application system.

You also have the right to formally request and access the personal information that is held about you by the University. Requests should be sent to dpo@tees.ac.uk

In addition to this, you also have the right to ask us to correct any inaccurate personal information we hold about you, to delete personal information, or otherwise restrict our processing, or to object to processing or to receive an electronic copy of the personal information you provided to us.

9. How long is my information kept?

We store your personal information for as long as necessary to complete the application process. If you are successful, your information will be kept as part of your staff record for the duration of your employment. If you are unsuccessful, your information will be normally kept for 6 months after the completion of the application process.

If a person appointed to the post is sponsored under the UK's points-based immigration system, then we are required to retain the applications of all candidates shortlisted for final interview for one year or until a Home Office compliance officer has examined and approved them, whichever is the longer period. Additionally, we are required to keep details for a period of up to 25 years for any vacancies that are funded externally.

10. Who can I contact?

We have appointed a data protection officer (DPO) to oversee compliance with this privacy notice. If you have any questions about this privacy notice, or any

complaints, please contact our Data Protection Officer on dpo@tees.ac.uk. You may also want to review our Staff Privacy Notice, on our website.

11. Changes to this notice

We reserve the right to update this privacy notice at any time. We may also notify you in other ways from time to time about the processing of your personal information.

12. How do I complain?

If you are not happy with the way your information is being handled, or with the response received from us, you have the right to lodge a complaint with the Information Commissioner's Office at Wycliffe House, Water Lane, Wilmslow, SK9 5AF (<https://ico.org.uk/>).