



# **Recruitment Privacy Notice**

## **How we use your personal data (for job applicants)**

### **What is Personal Data?**

“Personal data” means any information which relates to or identifies you as an individual.

### **Purpose of this Notice**

This Notice explains how we will collect and use your personal data.

Liverpool Hope University is the Data Controller for personal data that we process about you. The University is registered as a Data Controller with the Information Commissioner’s Office and manages personal data in accordance with the University’s Data Protection Policy.

Throughout this Notice, “University”, “we”, “our” and “us” refers to Liverpool Hope University and “you” and “your” refers to anyone applying for a role at the University.

Anything you are not clear about please contact our Data Protection Officer who can answer any queries you may have concerning this Notice or in any way that we process your personal data. Our Data Protection Officer’s contact details can be found at the end of this Notice.

### **Where does the University get your personal data from and how is it processed?**

The University will use the details you provide on your application form, together with the supporting documents requested and additional details provided by any referees and recorded following any interview process.

If you are required to undergo certain 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 in the [Guidance for Applicants and Line Managers for DBS Checks](#).

### **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 equality and diversity 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 which 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. equality and diversity 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.

### **Who will my personal data be shared with?**

As well as circulating your application and related materials to the appropriate staff at the University, Your personal information is shared as permitted or required by law, on a considered and confidential basis, with a range of external organisations, including the following:

- Your referees.
- 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, job search agencies.
- Individuals, companies or organisations providing specific services to, or on behalf of, the University.



## **Retention of your personal data**

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 one year after the completion of the application process (except if the person appointed to the post is sponsored under the UK's points-based immigration system, when 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). Information about how long different types of information are retained by the University is published [here](#).

## **Your rights as a Data Subject**

We thought it would be helpful to set out your rights under GDPR.

You have the right to:

- withdraw consent where that is the legal basis of our processing;
- access your personal data that we process;
- rectify inaccuracies in personal data that we hold about you;
- be forgotten, that is your details to be removed from systems that we use to process your personal data;
- restrict the processing in certain ways;
- obtain a copy of your data in a commonly used electronic form; and
- object to certain processing of your personal data by us.

Some of these rights are restricted in some ways so please see <https://ico.org.uk/> for further information on the above rights. You may also contact the Data Protection Officer for further information.

You have a right to complain to the Information Commissioner's Office about the way in which we process your personal data. Please see <https://ico.org.uk/>.

## **Concerns and contact details**

If you have any concerns with regard to the way your personal data is being processed or have a query with regard to this Notice, please contact our Data Protection Officer, Laura Gittins at [gittinl@hope.ac.uk](mailto:gittinl@hope.ac.uk).

Our general postal address is Liverpool Hope University, Hope Park, Liverpool, L16 9JD.

Our telephone number is +44 (0)151 2913478.



**Are changes made to this document?**

This Notice was last updated on 24 May 2018. It is reviewed when necessary and at least annually. Any changes will be published here and you will be notified via this webpage and/or by email.