

Employment Applications Data Privacy Notice

This Privacy Notice explains how we, University College Birmingham (the “**University**”) of Summer Row, Birmingham, B3 1JB, telephone number: 0121 604 1000, use the personal data we collect. The University collects personal data from you when you apply for employment at the University. We are the data controller for such personal data relating to you and this Privacy Notice explains how we will process your personal data.

Personal data is held on the University’s database and some data is held in paper form. All of the information we hold is held securely and only authorised staff can access it. The information that we collect will be held in accordance with General Data Protection Regulation 2016/679 (the “**GDPR**”) and the Data Protection Act 2018.

The University’s Data Protection Officer is the Head of Information Services:

Ruth Cartwright

Address: University College Birmingham, Summer Row, Birmingham B3 1JB

Email: dataprotection@ucb.ac.uk

Telephone: 0121 604 1000

There are certain principles that the University must adhere to. This means that we will make sure your information:

- Is treated fairly and is only used for the purposes for which we have collected it and for which we have a legal basis for processing.
- Will only be used for the purposes for which it was collected, unless we ask your permission to use it for something else.
- Will not be excessive. i.e. We will not hold information about you that we do not need.
- Will be accurate.
- Will not be kept longer than is necessary
- Will be kept securely so that there is no loss of data or data breaches. Personal data at the University is kept on secure servers and any hard copies are kept in secure locations. Only authorised people have access to your personal information. We will ensure that, where personal data is shared or stored outside of the European Union, there are appropriate safeguards in place to protect your personal data.

You have certain rights as a data subject under the GDPR. This means that you have:

- The right to gain access to your personal data – You can ask us what information we hold on you.

- The right to rectification – You can ask us to put right any information that you believe is incorrect or where appropriate, given the purposes for which your data is processed, the right to have incomplete data completed.
- The right to erasure – You can ask for information to be removed, although this is a limited right which applies, among other circumstances, when the data is no longer required or the processing has no legal justification. There are also exceptions to this right, such as when the processing is required by law or in the public interest.
- The right to restrict processing – If you feel you are being disadvantaged by us holding information that is inaccurate, you can ask us to stop processing it until we fix it, or come to an agreement.
- The right to data portability – You can ask us to extract your information so that you can use it elsewhere.
- The right to object – You can object to us processing your data for marketing purposes. You can also object to us processing your data when such processing is based on the public interest or other legitimate interests, unless we have compelling legitimate grounds to continue with the processing.
- Where the legal basis for processing your personal data is based on your consent, the right to withdraw your consent at any time.
- Rights in relation to automated decision making and profiling – However, the University will never make any decisions about you without any human intervention.

For any information on your rights, or if you have questions or concerns, please contact the Data Protection Officer.

You also have the right to complain to the Information Commissioner's Office (ICO) if you feel that the University is not processing data correctly. You can make a complaint on the ICO's website: <https://ico.org.uk/>.

Why does the University need information about you and what is the purpose of our processing?

We only process data for specified purposes and if it is justified in accordance with data-protection law. Personal data about you will be held by the HR department. It will be used for the following purposes:

- To contact you in regard to your application;
- To assess your eligibility for the role; and
- To shortlist applications.

What personal data do we hold?

Information that the University holds is that which is provided by you in your application. It may also include references if they are followed up.

Biographical Information

Name, gender, ethnic origin, nationality, disability, date of birth

Contact Details:

Home address, contact details

Information Supporting Your Application

Academic history and qualifications obtained

Employment history

Other information that you provide in support of your application

Criminal Convictions

Interview

Should you be invited for interview, any notes and comments made by the interview panel will be held together with your application.

Sensitive personal data

We may hold health information in respect of an assessment as to whether you require any reasonable adjustments as part of your application process.

CCTV

CCTV is used within the University for security reasons and your image may be recorded whilst you are attending our premises.

How long will we hold your data?

All current staff have a personal file. Successful candidate's application forms will remain in their personal file. Unsuccessful candidate's information will be destroyed after a 6 month period.

CCTV data will be deleted after 31 days.

Who might we share your information with?

On occasion we may need to share your data internally and with third parties. The following is a list of organisations with which we may share information. It is not an exhaustive list, but any organisation with which we share information will have confirmed their compliance with the GDPR.

- Our Human Resources department
- Independent Medical Advisor
- Nominated referees
- Internal and external auditors
- Software providers that the University use may need access to resolve IT issues
- Disclosure and Barring Service
- Institutions for the purpose of verifying academic qualifications
- Relevant authorities dealing with emergency situations at the University*
- Any other authorised third party to whom the University has a legal/contractual obligation to share personal data with

*Please note that in emergency situations where the University deems it to be in your (or potentially a third party's) 'vital interests' the University may share your personal data, including sensitive personal data with relevant individuals/agencies, e.g. the Police.

Legal basis

The legal basis under which the University processes the above information is as follows:

You consent to the processing of your personal data in order for the University to assess your application for employment (see GDPR Article 6(1)(a)).

Processing is necessary for the performance of a contract (see GDPR Article 6(1)(b)) or to take steps to enter into a contract, otherwise we will be unable to consider your application for employment.

Processing personal data relating to your health is necessary for the purposes of carrying out our obligations in the field of employment law (see GDPR Article 9(2)(b)).

Processing of criminal offence information is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject; (See GDPR Article 9(2)(g))

<i>Version Number</i>	<i>Date Last revised</i>	<i>Revised By</i>
1.0	13/04/18	DPO
1.2	27/04/2020	DPO
1.3	09/06/2021	DPO/CH
1.4	07/09/2022	DPO/CH