

Recruitment Privacy Notice for Job Applicants

How we use your personal information

Bishop Grosseteste University collects your personal information when you submit a job application form, or express an interest in working for us.

We use an online e-recruitment system to manage our vacancies for both internally and externally advertised roles. The software is provided by Stonefish Software Ltd, who support recruitment services in the Higher Education sector. The system is hosted at the University – your data is collected and processed to enable effective recruitment to our vacancies.

If you send us your CV or express an interest in a vacancy

If you send us your CV or express a general interest in a vacancy, we will contact you and ask you to complete an online application form. If you do so, this privacy statement will apply. If you choose not to take it further, we will keep your CV securely within our Human Resources (HR) Team for a period of six months. After this time the information will be securely deleted or destroyed.

If you choose to sign up to our job-alert system, you will receive email communications from our e-recruitment system about your chosen jobs. Applicant can opt-out at any time.

What information do we collect about you and why?

We will ask you to provide the following as part of your application:

- your basic personal details (name and contact details);
- details of your work experience, skills and qualifications;
- details of your current or most recent employment including salary;
- details of your referees;
- information required for criminal records disclosures (if necessary);
- ID and certificate documents;
- information to check your right to work in the UK;
- diversity and equality monitoring information*

**Provision of this sensitive data is optional. We will compile anonymous statistics in order to monitor the effectiveness of our Diversity and Equality Policy and for anonymised statistical reports. The information is only reported on if you are successfully appointed to work for the University in a permanent or fixed term role. It is held separately and not used as part of recruitment decision making.*

It is in our legitimate interests to collect your personal information so that we can recruit effectively and manage the application, interview and selection processes that you wish to be part of. We are obliged to collect information about your identity, your right to work in the UK and any sensitive equal opportunities data you may declare in order to meet our obligations under employment law.

If your application is successful it will be used to form the basis of your staff record which we will hold securely (in electronic and paper form) within our HR department.

Where is your data held and who can access it?

Relevant University HR staff and Stonefish Ltd. employees, have access to our e-recruitment system by secure log-in. A Data Processing Agreement is in place to ensure both parties adhere to data protection requirements.

Our HR Team will compile a shortlisting panel who will use the information to shortlist for interview. The shortlisting panel will receive anonymised information about candidates.

If successful, you will be invited to interview. Interview panel members will receive a condensed version of your application by secure transfer. Panel packs and confidential information such as notes made are securely returned to HR after interview for storage.

International transfers

Neither the University or Stonefish Software Ltd, transfer any personal data collected for recruitment purposes outside of the UK.

How long do we keep your data for?

If you are not shortlisted for interview

Your details will be automatically archived for six months after the application deadline closes. University HR staff will no longer have access to your information. Stonefish Software Ltd will ensure your data is archived and fully anonymised after a period of 6 months.

Job alerts and incomplete applications

You will cease to receive job alert emails after a period of 1 year of account inactivity (or immediately if you opt-out before then). If you partly complete an application but do not finish it, your information will be archived and fully anonymised after a period of 6 months.

If you attend an interview but are unsuccessful

Your details will be held securely in paper form within our HR department for a period of six months before being destroyed.

If you are successful at interview and an offer of employment is accepted, the information you've provided will form the basis of your staff record. It will be held electronically and in paper form within our HR Team and will be processed securely and confidentially. Access will be restricted to authorised users and maintained in accordance with the University's retention schedule.

We may securely share your data externally, for the purposes of meeting our employment obligations such as:

- Requesting employment references for you as part of obtaining necessary employment background checks;
- Conducting criminal records checks via the Disclosure and Barring Service;
- Communicating with relevant Government Bodies such as UK Visa and Immigration (UKVI);
- Communicating relevant health data you have submitted, to our occupational health providers (BHSF Occupational Health Limited), as part of the pre-employment medical check procedure;
- In exceptional circumstances, we may share your data with particular bodies with or without your consent, such as to safeguard a person's wellbeing or to prevent or detect crime.

We may need to securely share information about you internally, for the purposes of:

- Communicating relevant health data you have submitted with our Health and Safety Officer, for instance to assist with making any reasonable adjustments;
- Communicating relevant personal details to managers within the appointing business area and our IT department, to assist with your induction and entry into role.

Terms and Conditions

By submitting your application, you declare that you have read and understood this Privacy Notice and that you consent to your personal data being processed as described.

In registering to apply for a job with Bishop Grosseteste University, you undertake to provide accurate and current information about yourself, including your correct name, address and any other requested information and to update that as necessary in any subsequent applications.

If you knowingly make any false statements or withhold any relevant information this may result in disciplinary action up to and including dismissal or the withdrawal of any offer of appointment.

The University cannot be held liable for delays to applications resulting from failures of the system outside its direct control.

For more information about how the University adheres to data protection guidelines, your individual rights and how to complain, please see our data protection web page and Privacy Policy, here: <https://www.bishopg.ac.uk/data-protection/>