

Privacy Statement for applicants to work at the University

August 2024

Document title
Privacy Statement for applicants to work at the University 2024
Document author and department
Samantha Hill, Information Disclosure and Complaints Manager (and the University's Data Protection Officer), Office of the Executive Director of Corporate Governance
Approving body
Paul Mould, Executive Director of Corporate Governance
Date of approval
29 August 2024
Review date
XX August 2025
Edition no.
Annual
ID Code
256
Date of effect
01 September 2024
EITHER For public access online (internet)? <i>Tick as appropriate</i> YES <input checked="" type="checkbox"/>

The latest version of this document is always to be found at:

<https://www.port.ac.uk/about-us/structure-and-governance/policies-and-standards>

Summary

What is this statement about?

This Statement explains to enquirers for, and applicants to, employment (and work experience) at the University and relevant subsidiary companies, how their personal data, which may include special category data, may be used. It also includes some examples of how such data is processed.

Who is this for?

The statement will be of primary interest to applicants for jobs in the University, anyone considering working for the University, or anyone considering work experience at the University, and will be of general interest to jobs advisers and the wider public.

How does the University check this statement is read?

Applicants for jobs offered by the University are given information about the use(s) that will be made of their personal data when they apply for a post either directly to the University or through a recruitment agency. References to the University's data protection policy and to this statement are included in the application paperwork.

Occasional queries about personal data from applicants indicates that this Statement is known about and read.

Who can you contact if you have any queries about this document?

All enquirers may contact the University's Data Protection Officer, Samantha Hill, on 023 9284 3642 or data-protection@port.ac.uk.

Privacy Statement for applicants to work at the University

Who is processing your personal, and special category, data?

The University of Portsmouth processes your personal data, in order to keep in contact with you when you express an interest in a post at the University, when you make an enquiry, and to administer your application to work at the University.

If you have any queries about how the University processes your data then the following contact information may be useful.

The University's **correspondence address** is:

The University of Portsmouth
Winston Churchill Avenue
Portsmouth
PO1 2UP

Main Switchboard : 023 9284 8484

The University's Data Protection Officer is:

Samantha Hill – Information Governance Manager

Email: data-protection@port.ac.uk

Direct telephone number: 023 9284 3642

What is personal, and special category, data?

'Personal data' is any information that relates to an individual (in this case, you, as an applicant or enquirer to the University) who can be identified either directly by that information or by a combination of that information and other identifiers, such as your name and contact details.

'Special Category data' is information that reveals racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade-union membership, the processing of genetic or biometric data in order to identify an individual, data concerning health or data concerning an individual's sex life or sexual orientation. The University does not collect all of this data but will collect some for the purposes listed below.

'Criminal offence data' is any personal data relating to criminal convictions and offences.

We will collect your personal and special category data - and potentially criminal offence data - directly from you on application and through the completion of feedback surveys.

What we use the data for

The University of Portsmouth processes your personal data, and if required, your special category data such as ethnicity and health data, and any criminal offence data, for a variety of purposes, involving all aspects of the administration of your application and for the purpose of building a positive and inclusive culture.

If you express an interest in engaging in work experience at the University, or you use the University's Live Chat function, we will use your contact details to provide you with information (either by email or telephone/text) in response to your enquiries or to provide the information you have requested, and to keep in contact with you about other opportunities at the University.

We analyse all interactive behaviour with our website, live chat, emails and advertisements to deliver relevant online advertisements about the University to you at a later date. We will also use your contact details to contact you to gather feedback on our service.

If you apply to work at the University the contact details you provide will be used, via our self-service portal, to keep in touch with you about your application and, if you are selected for interview, to invite you to that interview.

If you are unsuccessful in your application or choose not to take up an offer of employment, we will keep your data but only for audit and statistical purposes, and in case of queries and so that should you apply again in the next year, much of your application will be auto-filled from the data held in the system..

We will use anonymised data for purposes such as to monitor use of our website and for equality monitoring.

Our legal basis for processing your data

The University's legal basis for processing your personal data in relation to *enquiries* about the University is that we have asked for your consent to contact you again. When you make an enquiry to the University, we will respond to your enquiry and also ask whether you wish to receive further communications from us that may help you in your decision to apply for another post at the University. You will always be given the option to opt out from receiving, or to unsubscribe from, any further communications.

The University's legal basis for processing your personal data in relation to *applications to work at the University or to undertake work experience at the University*, is that the processing is necessary to enable us to take steps at your request prior to entering into a contract with you to facilitate your application for employment.

If we collect any special category data from you when processing your application to work at the University, when requesting your information, we will either:

- ask for your explicit consent to process this data
- use the legal bases that the processing is necessary in the field of employment or for the purpose of the assessment of the working capacity of an employee, and / or
- process the data to enable us to promote and maintain equality of opportunity or treatment between different groups of people.

Who will have access to your data?

When you apply for a post at the University, you are asked to create an account on the University's Job Board portal through which you can upload your CV and covering letter.

If you apply for a post within our Support and Professional Services departments, only an anonymised copy of your application will be shared with the shortlisting panel members. Your application is anonymised at this stage of the process as part of the University's commitment to equality and diversity, to ensure a fair and consistent approach to recruitment. If you are invited for interview your full application details (minus the equality and diversity data) will be viewable by the panel to prepare for the interview itself.

If you apply for a role in any department in the University, your details will only be seen by the HR team handling vacancies, and the people involved in the selection for that post.

If you accept an offer of employment at the University, your contact details and details of the post you have accepted will be sent to the University's third party Occupational Health services provider, Cordell Health, to allow that partner to send you a pre-placement form.

Who will receive your data?

The University uses an application system to assist us with handling the many applications made to work at the University. Our application system stores details of your application for 12 months after you apply and means that when you contact us we will have details of any previous applications you may have made.

If your post requires a Disclosure and Barring Service (DBS) check, the personal data you provide to the University on the DBS application form will be submitted to the University's DBS checking supplier (Due Diligence Checking), which will review the data and submit the application to the DBS. The results of the DBS check are reported back to the University, but the details are sent directly to you as the applicant.

If you are an international applicant and are successful in your application, we will be required to share certain data with the UKVI so that you can receive a visa. Further details can be found at

<https://www.port.ac.uk/about-us/working-at-portsmouth/how-to-apply-for-a-role>

Will your data be sent or stored abroad?

Although the University stores some data in the cloud via Google Apps for Education and Microsoft365, where possible the data will be located in the UK. However, data may also be stored on servers within the European Union.

How long will your data be stored?

If you accept an offer of employment, your application data will be transferred to your staff file, and held for six years after the termination of your employment for any reason.

If you are unsuccessful in your application, your data will be held for one year after the post for which you applied has been filled, so that should you apply for another post it will not be necessary to re-enter much of the data required in an application. However, you retain the right to request this personal data is

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deleted before the end of the period given above, should you so wish.

Your rights

You are entitled to request a copy of the data we hold about you (a *Subject Access Request*), and to raise an *objection* to the processing of data, where the processing of data we hold about you is likely to cause you damage or distress. You also have the right to request either the *rectification* of any incorrect data, the *restriction* of any further processing of your data or, in the case of enquiries, the *erasure* of your data (right to be forgotten).

If you require any further information on, or wish to object to, any of the uses to which we put your data, you should contact Samantha Hill, the University's Data Protection Officer on 023 9284 3642 or data-protection@port.ac.uk.

Finally, you have the right to complain about the processing of your data to the UK regulator, the Information Commissioner's Office. For more information about this body and how to make a complaint, please see ico.org.uk.

