

## Privacy Notice (Applicants for employment)

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### A. Introduction

The purpose of this notice is to explain to you how the University may use any personal data collected from you when you apply for a role with the University. This notice contains examples of the common uses of such data. Candidates are made aware of the notice as they apply for employment with the University via the University's job portal.

### B. Who is processing personal and sensitive personal data?

Leeds Trinity University determines why and how your personal data is used and, as such, is considered legally to be the data controller of the personal data. This places legal obligations on the University including that the University must process personal data fairly and lawfully and in a transparent manner.

The University is registered with the Information Commissioner's Office as a data controller under the reference Z4817023.

### C. What personal data do we process

Leeds Trinity University processes personal data about you to enable us to assess your suitability for the role to which you have applied and in order to decide whether you should be appointed to the University. This includes:

- your name and contact information
- Information about your eligibility to work in the UK
- information about your education and qualifications
- information about professional and occupational training
- information about your current and past employment
- information about your publications and research
- information about referees you wish to provide references

We also gather anonymised data regarding candidates' backgrounds, for equal opportunities monitoring.

### **Special category data**

We may also process "special category data" which includes information about your racial or ethnic origin, religious beliefs or other beliefs, sexual orientation, physical or mental health. We may also process information concerning any criminal offences or criminal proceedings.

## **D. The lawful basis for processing your personal data and special category data**

The University's lawful basis for processing your personal and sensitive personal data is that we have a legitimate interest, to enable us to assess your suitability for the role to which you have applied and to collect Equal Opportunities monitoring data.

### **(i) Contract**

We may process your personal data and special category data because it is necessary for us to do so in order to take steps at your request prior to entering into an employment contract with the University.

The University collects and processes personal information that is necessary to provide the required services to you for the contract and also to meet its legal and statutory obligations in delivering the contract.

The University only collects and processes information that is necessary to assess applicant eligibility to study on the programme applied for and to communicate with the applicant during the application process.

### **(ii) Legitimate interests**

We may use and process your personal information where it is necessary for us to pursue our legitimate interests or a third party's legitimate interests. Such legitimate interests can include:

- verifying the accuracy of data that we hold
- improving our services via staff training
- promoting equality and diversity throughout the university

### **(iii) Legal obligation**

We may also process your personal data for our compliance with legal obligations. This can include:

- compliance with regulatory obligations such as anti-money laundering laws and safeguarding requirements
- assisting with investigations (including criminal investigations) carried out by the police and other competent authorities

### **(iv) Consent**

The University will use consent as a lawful basis for some processing as part of your application. Where we do so we always provide you with the choice as to whether or not to opt in to such processing.

## **E. What we use personal and sensitive data for**

Leeds Trinity University processes your personal and sensitive personal data in accordance with data protection legislation for a number of reasons including:

- assessing your suitability for a job role for which you have applied
- communicating with you regarding that job role
- assessing your eligibility to work in the UK

- contacting your referees (with your express permission)
- making an offer of employment to successful candidates
- undertaking pre-employment screening to verify aspects of your application and suitability for employment
- retaining your details for future job opportunities for a defined period (see below)

## **F. Automated decision making**

The University does not use your personal data for making any automated decisions about you.

## **G. Who will we share your data with?**

Your data will be shared internally within the University only with staff and departments that require the use of the data in order to assess your suitability for the job role for which you have applied.

Data including your personal and sensitive data will be shared externally where the University has a legitimate need to do so in fulfilling the contract with you or has a legal obligation to provide data. The following list provides examples of the most common occasions on which it may be necessary to share your data.

- Your data may be used in anonymised form to provide statistical information about the University's workforce for use on the University website and other appropriate publications.
- Applicant data is held on a secure, hosted server owned and managed by our HR System provider, Midland HR. Midland HR will not pass on your data to any third party unless it is legally required to do so.
- We will provide information to the police and other enforcement agencies in the event of an emergency or where required to assist the prevention or detection of crime.

## **H. Changes to your personal data**

It is your responsibility to notify the University as soon as possible if any of the data held about you is incorrect or needs to be updated.

## **I. Will your data be sent or stored abroad?**

Some of the personal data we process about you may be transferred to, and stored at, a destination outside the European Economic Area (EEA), for example where personal data is processed by one of our software suppliers who is based outside the EEA or who uses data storage facilities outside the EEA.

In these circumstances, your personal data will only be transferred where the transfer is subject to one or more of the appropriate safeguards for international transfers prescribed by applicable law (e.g. standard data protection clauses adopted by the European Commission); a European Commission decision provides that the country or territory to which the transfer is made ensures an adequate level of protection.

## **J. How long do we keep your data?**

The University will retain your personal data for no longer than is necessary to fulfil its contractual and regulatory obligations in line with our retention schedule available [here](#).

## **K. Your rights in relation to your data**

### **1. The right to be informed**

You have the right to be informed about the collection and use of your personal data and this privacy notice is part of the transparency requirements of data protection legislation.

## **2. Right of access**

You have a right to access the personal data that the University holds about you. A request to see the personal data held by the University can be made through a Subject Access Request. Further information about how to request this is available [here](#).

## **3. The right to rectification and erasure**

You have the right to have inaccurate personal data held by the University rectified or completed if it is incomplete.

Applicants have a right to delete, or to correct inaccurate or incomplete personal data held by the University. This can be done via their account on the online jobs portal, or by contacting HR at: [hremail@leedstrinity.ac.uk](mailto:hremail@leedstrinity.ac.uk)

Once personal data collected by the University is no longer necessary for the purpose for which it was collected and processed, individuals may have the right to have their data erased. The University manages the retention period of data held through its retention schedule.

## **4. Rights to restriction of processing and objections to processing**

In certain circumstances you have the right to restrict the processing of your personal data. This is likely to arise when there is an issue concerning the accuracy or the legitimate grounds for processing of the personal data.

## **5. The right to object to processing**

You have the right to object to:

- processing based on legitimate interests or the performance of a task in the public interest/exercise of official authority (including profiling);
- direct marketing (including profiling); and
- processing for purposes of scientific/historical research and statistics.

The University will stop processing the personal data unless there are compelling legitimate grounds for the processing, which override your interests, rights and freedoms.

## **6. Rights to data portability**

You have the right to receive the personal data concerning you in a structured, commonly used and machine-readable format. The University will respond to any Subject Access Requests in compliance with this. Further information about how to request this is available [here](#).

### **Note:**

Detailed guidance on all of the rights you have with regard to the personal data that we hold and process about you is available on the ICO website here - <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/>.

## **L. Contact us**

If you have any queries about this privacy policy or how we process your personal data you can contact us at: [hremail@leedstrinity.ac.uk](mailto:hremail@leedstrinity.ac.uk).

If you are not satisfied with how we are processing your personal data please contact us. You can also report a concern about how your information is being handled to the Information Commissioner - <https://ico.org.uk/concerns/handling/>.