

## Privacy Notice for job applicants

Under the General Data Protection Regulations (GDPR), all organisations must ensure that personal data is:

- a) processed lawfully, fairly and in a transparent manner in relation to individuals;
- b) collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
- c) adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
- d) accurate and, where necessary, kept up to date;
- e) kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed;
- f) processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

**Oxford Brookes University** will be the Data Controller of any personal data that you supply. This means that they will make the decisions on how your data is used and for what reasons. These are outlined in this document.

### **Oxford Brookes University's legal basis for collecting you data is:**

- We need to process the data to fulfil our legitimate interests
- We need to use this to enter into a contract with you or maintain an existing one

**If Oxford Brookes University asks you for sensitive data such as; racial or ethnic origin, political opinions, religious or philosophical beliefs, trade-union membership, data concerning health or sexual life, genetic/biometric data or criminal records we will use these data because:**

- You have given us explicit consent to do so
- We need to use this data for employment, social security or social protection law, or a collective agreement
- We need to use this data for legal purposes

### **What rights do you have regarding my personal data that Oxford Brookes University holds?**

- You have the right to be informed
- You have the right of access to your data
- You have the right to correct data if it is wrong
- You have the right to ask for your data to be deleted
- You have the right to restrict use of the data we hold
- You have the right to data portability
- You have the right to object to Oxford Brookes University using your data
- You have rights in relation to using your data automated decision making and profiling.

### **What types of personal data will Oxford Brookes University use?**

- Your name and address;
- Personal contact details;
- Date of birth;
- NI number;
- Diversity information;
- Application form; CV and any supporting documentation submitted;
- Employment references;
- Proof of eligibility to work in the UK for applicants invited to interview

**Where does Oxford Brookes University source your data from?**

- Data provided by you to us during the recruitment process.
- References are obtained from your nominated referees
- We sometimes use a third party agency (headhunter) to help with recruitment for senior roles. In such cases some of the required data is collected by that agency and shared with us.

**Why does Oxford Brookes University need your data?**

- To process applications for employment in line with our recruitment and selection policy
- To create an applicant record on the third party recruitment system (Core HR) that we use to receive and process job applications.
- To check that potential employees are eligible to work in the UK
- To fulfil our obligations as a Disability Confident Employer, which means that we guarantee that every disabled candidate who meets the essential requirements for a role will be invited to interview
- To arrange reasonable adjustments for disabled candidates at interview if requested
- To monitor, analyse and report on anonymised applicant data, including data on protected characteristics, in line with our Equality, Diversity and Inclusion policy
- To create an employee record for applicants who accept an offer of employment

NB. If you accept employment as an associate lecturer or casual employee you will be asked to submit information through e-recruitment. This is to create your employee record and is covered by the Employee Privacy Notice.

**Are there any consequences of not providing the requested data?**

- We may be unable to process your application for employment if we do not have sufficient information to contact you and to assess your application against the requirements of the role.
- Where fields are mandatory this is indicated in the recruitment system. There is no requirement to fill in non-mandatory fields if you do not wish to do so. If you do not fill in optional fields and later accept an offer of employment we may need to collect some of the optional data in order to process your employment.
- If you do not provide proof of eligibility to work in the UK and allow us to take a copy of this documentation, and you subsequently accept an offer of employment, you will need to visit the university in person to provide this documentation. This will need to be done at least 24 hours before you start work. Your offer of employment will be subject to this.

**Will there be any automated decision making using my data?**

- No.

**Who will Oxford Brookes University share your data with?**

- Core HR, who provide and host the University's recruitment system.
- If you apply for a senior or academic role and are invited to interview, we will contact your suggested referees to obtain references, if you give us permission to do so.

**Will Oxford Brookes University transfer my data outside of the UK?**

- Our HR/Payroll system is hosted by Core HR, who are based in Ireland. Therefore all data recorded in that system is transferred securely to and processed in the Republic of Ireland. Because Ireland is within the EEA, GDPR still applies. Therefore the same level of protection in relation to the processing of personal data is legally assured.

**How long will Oxford Brookes University keep your data?**

Your data will be obtained for as long as necessary to fulfil the purpose for which the data was collected and to fulfil our own legal obligations. If you do not become an employee your record in our Recruitment system will be archived after two years. After 6 months you can request the deletion of your data. Other data held in HR e.g. shortlisting paperwork or interview notes will be kept for 6 months after the conclusion of the recruitment exercise. Deletion of data will be carried out in a secure way.

If you become an employee, recruitment information will become part of your employee file and kept in line with the employee retention schedule.

The university [Retention Schedule](#) can be downloaded from our website and details the retention period for different types of data.

**Who can I contact if I have concerns?**

You can contact the Information Management team.

Postal Address: GDPR Queries, Information Management Team, IT Services, Room 2.12, Gibbs Building, Headington Campus, Gipsy Lane, Oxford, OX3 0BP

Email: [info.sec@brookes.ac.uk](mailto:info.sec@brookes.ac.uk)

Tel: 01865 485420