



## **Privacy Notice for AUB Job Applicants**

Arts University Bournemouth (AUB) is aware of its obligations under the General Data Protection Regulation (GDPR) and is committed to processing personal data and special categories of personal data securely and transparently. This privacy notice sets out, in line with GDPR, the types of data that we collect and retain for job applicants as well as the justification for doing so.

### **Data Controller Details**

AUB is a data controller, meaning that we determine the purposes for which and the manner in which any personal data are, or are to be, processed. Our contact details are: Arts University Bournemouth, Wallisdown, Poole, Dorset, BH12 5HH.

### **Why do we process your data**

The law on data protection allows us to process your data for certain reasons only. In the case of job applicants these are as follows:

- in order to perform the employment contract that we are party to;
- in order to carry out legally required duties;
- in order for us to carry out our legitimate interests.

For example, we need to collect your data to ensure we are complying with legal requirements such as:

- carrying out checks in relation to your right to work in the UK and
- making reasonable adjustments for disabled employees.

We also collect data so that we can carry out activities which are in the legitimate interests of the University, such as:

- making decisions about who to offer employment to;
- making decisions about salary and other benefits;

### **How we collect your data**

We collect data about you in a variety of ways including the information you would normally include in an application form, CV or a job application cover letter, or notes made by our recruiting panel members during a recruitment interview. Further information will be collected directly from you when you complete forms at the start of your employment, for example, your bank and next of kin details. Other details will be collected directly from you in the form of official documentation such as your passport or other right to work evidence. If you use our online application system some of the data will be collected by a data processor on our behalf (please see below) or within secure files and other IT systems (including email).



We will also collect data about you from third parties, such as employment agencies and/or former employers when gathering references if you are offered employment with the University. Reference information requested includes episodes of sickness absence, reason for leaving, previous role and details of the role held including responsibilities, dates of employment and salary. AUB's standard approach is to request references after a conditional offer of employment has been made.

### Special Categories of Data

The following equalities related data we collect from you on our 'Applicant Monitoring Form' is deemed as being in the GDPR's 'special category of data'. We comply with stringent guidelines with the processing of this data in line with our responsibilities as a data controller:

- Disability
- Sexual orientation
- Gender reassignment
- Ethnic origin
- Religion/Belief

We detail our lawful basis for processing this type of data and any other data supplied as part of the application process within the following table.

### Personal and Special Categories of Data we collect from Job Applicants

Data Category	Data	Purpose of processing the data	Lawful basis for processing the data
Personal Details	Name, address, email address, phone number(s), right to work documents e.g. passport, visa.	1) To process the individual's application for a job vacancy at AUB;  2) To enable contact with the individual in relation to their application and the outcome of a shortlisting process;  3) To establish the individual's right to work in the UK.	1) Necessary for entering into a contract.  2) Necessary for entering into a contract.  3) Necessary to comply with a legal obligation.
Education Details	Education history, year(s) of study, qualifications, memberships	1) To process the individual's application for a job vacancy at AUB and assess their suitability against the person specification requirements.	1) Necessary for a legitimate interest i.e. to select the best person for the job process an individual's application for employment.

Data Category	Data	Purpose of processing the data	Lawful basis for processing the data
Employment Details	CV, referees, salaries, references, dates of employment, places of work, supporting statement, covering letter, photograph (models), gender (models).	1) To process the individual's application for a job vacancy at AUB and assess their suitability against the person specification requirements.  2) To obtain references if an individual is offered employment.  3) To enable the selection of models.	1) Necessary for a legitimate interest i.e. to select the best person for the job process an individual's application for employment.  2) Necessary for a legitimate interest i.e. to select the best person for the job process an individual's application for employment.  3) Necessary for a legitimate interest i.e. in providing a range of suitable models e.g. for life drawing.
Criminal Convictions	Criminal record declaration	1) To assess whether an individual has any convictions that would deem them unsuitable for a role.	1) Necessary to comply with a legal obligation and necessary for the performance of a contract i.e. to check suitability for a role (Article 6).
Equality Monitoring	Gender identity, age, nationality, country of birth, marital status, disability, sexual orientation, ethnic origin, religion/belief, gender reassignment	1) To obtain equalities related data to enable the University to be able to monitor the progression of applicants with particular characteristics through the recruitment process.  2) To meet the University's obligations in relation to being a Disability Confident Employer and to meet its obligations in making reasonable adjustments.	1) Necessary to comply with a legal obligation and necessary for the public interest. Article 9(2)(b) & Article 9(2)(f).  2) Necessary to comply with a legal obligation and necessary for the public interest. Article 9(2)(b) & Article 9(2)(f)

**If you do not provide your data to us**

One of the reasons for processing your data is to allow us to carry out an effective recruitment process. Whilst you are under no obligation to provide us with your data you should be aware that we may not be able to process or continue with your application without the information required.



## **How long will we hold your data**

If your application for employment is successful, personal data gathered during the recruitment process and once an offer is made will be transferred to your Human Resources file (electronic and paper based) and retained during your employment. The University provides all staff with a Staff Privacy Notice in relation to their employment.

If you are successful or unsuccessful in your application for employment AUB will hold the personal data you provided on our online application system for one year from the interview date, any data used for equality monitoring will be anonymised. Hard copy information that formed part of the decision making process e.g. assessments or interview panel notes will also be kept for one year from the interview date. We will securely destroy copies of passports or other identity documents and qualifications supplied at interview once the vacancy you applied for is appointed.

If you apply to become a model at the AUB we will contact you on an annual basis to gain your consent to continue holding your data for modelling opportunities. If you would like your modelling application to be removed sooner than this, please contact us at [recruitment@aub.ac.uk](mailto:recruitment@aub.ac.uk) with your request.

Your account will deactivate automatically after 1 year of inactivity. If you wish your account to be deactivated sooner than this please email [recruitment@aub.ac.uk](mailto:recruitment@aub.ac.uk) with your request.

## **Who has access to your data**

The Human Resources team and AUB staff, students or external stakeholders directly involved in the interview process have access to your details. If you apply for a model vacancy additional AUB staff have access if they are directly involved in arranging model assignments.

Equality information is only accessible by the Human Resources team.

If you have declared a disability this may be disclosed to the Recruiting Manager if you are invited for interview having met the minimum shortlisting criteria for the role and to the Recruiting Manager and/or Panel Assistant if you request adjustments to be made at the interview stage.

If you are successful in obtaining employment we will share your information with third parties when obtaining employment references. AUB's standard approach is to request references after a conditional offer of employment has been made.

If you decide not to submit your application online AUB will not have access to your personal data.

Data processors are third parties who provide elements of our recruitment service for us. We have a contract in place with Stonefish who is the data processor of AUB's online recruitment site. Stonefish cannot do anything with your personal information unless we have instructed them to do it. They will not share your personal information with any organisation apart from us. They will hold it securely and retain it for the period we instruct.

## Vacancies by Email

Individuals are able to sign up for vacancy alerts from our online recruitment site once they register, by providing their name and email address. This will be stored on the site for as long as the individual is registered for. Individuals can switch the vacancy alert function on and off as they wish.

## Security/Storage

The information you provide will be held securely by us and/or our data processors whether the information is in electronic or physical format. We use a server certificate (also known as a digital certificate) to assure you of our identity and secure sockets layer (SSL) to encrypt data transmissions.

## Your Rights

You have certain rights with respect to your personal information. The rights may only apply in certain circumstances and are subject to certain exemptions. Please see the table below for a summary of your rights.

If you wish to exercise any of the below rights, please can contact our Data Protection Officer on [dp@aub.ac.uk](mailto:dp@aub.ac.uk) or 01202 363811.

	Summary of your rights
<b>Right of access to your personal information</b>	You have the right to receive a copy of your personal information that we hold about you, subject to certain exemptions.  Any access request is free of charge. We may require further information in order to respond to your request (for instance, evidence of your identity and information to enable us to locate the specific personal information you require).
<b>Right to rectify your personal information</b>	You have the right to ask us to correct your personal information that we hold where it is incorrect or incomplete.
<b>Right to erasure of your personal information</b>	You have the right to ask that your personal information be deleted in certain circumstances. For example  (i) where your personal information is no longer necessary in relation to the purposes for which they were collected or otherwise used;  (ii) if you withdraw your consent and there is no other legal ground for which we rely on for the continued use of your personal information;

	<b>Summary of your rights</b>
	<p>(iii) if you object to the use of your personal information (as set out below);</p> <p>(iv) if we have used your personal information unlawfully; or</p> <p>(v) if your personal information needs to be erased to comply with a legal obligation.</p>
<b>Right to restrict the use of your personal information</b>	<p>You have the right to suspend our use of your personal information in certain circumstances. For example</p> <p>(i) where you think your personal information is inaccurate, but only for as long as we need to verify the accuracy of your personal information;</p> <p>(ii) the use of your personal information is unlawful and you oppose the erasure of your personal information and request that it is suspended instead;</p> <p>(iii) we no longer need your personal information, but your personal information is required by you for the establishment, exercise or defence of legal claims; or</p> <p>(iv) you have objected to the use of your personal information and we are verifying whether our grounds for the use of your personal information override your objection.</p>
<b>Right to data portability</b>	<p>You have the right to obtain your personal information in a structured, commonly used and machine-readable format and for it to be transferred to another organisation, where it is technically feasible. The right only applies where the use of your personal information is based on your consent or for the performance of a contract, and when the use of your personal information is carried out by automated (i.e. electronic) means.</p>
<b>Right to object to the use of your personal information</b>	<p>You have the right to object to the use of your personal information in certain circumstances. For example</p> <p>(i) where you have grounds relating to your particular situation and we use your personal information for our legitimate interests (or those of a third party); and</p> <p>(ii) if you object to the use of your personal information for direct marketing purposes.</p>
<b>Right to withdraw consent</b>	<p>You have the right to withdraw your consent at any time where we rely on consent to use your personal information.</p>

	<b>Summary of your rights</b>
<b>Right to complain to the relevant data protection authority</b>	You have the right to complain to the relevant data protection authority, which in our case is the Information Commissioner's Office, where you think we have not used your personal information in accordance with data protection law. However, if you have such concerns, we would encourage you to raise them with us informally in the first instance so that we can see if we can alleviate your concerns.

### Data Protection Officer

AUB's Data Protection Officer is AC Forscutt and she can be contacted on [dp@aub.ac.uk](mailto:dp@aub.ac.uk) or 01202 363811.