

Job Applicant Privacy Notice

For the purpose of this privacy notice the term University is used to describe the University of Newcastle-upon-Tyne and our subsidiary companies.

As part of any recruitment process, the University collects and processes personal information relating to job applicants. We are committed to being transparent about how we collect and use your information and to meeting our data protection obligations.

What information does the University collect?

We collect a range of information about you. This includes:

- your name, address and contact details, including email address and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the University needs to make reasonable adjustments during the recruitment process;
- whether or not you have any criminal convictions or offences (for certain positions);
- information about your eligibility to work in the UK. Where the vacancy is based in Malaysia or Singapore your eligibility to work in those locations; and
- equal opportunities monitoring information which could include information about your age, gender, sexual orientation, relationship status, disability, nationality, ethnic origin, and religion or belief. The extent to which specific questions are asked will depend on local legislative requirements in which the vacancy is based.

This information is collected in a variety of ways, including from your application form or CV, obtained from your passport or other identity documents, or from notes taken at interview or from other forms of assessment such as online tests or practical exercises.

We will also collect personal information about you from third parties, such as references supplied by former employers, background checks for example on qualifications, information from employment agencies, search consultants used during the recruitment process, and information from criminal records checks. The University will only seek information from third parties if you have given your permission for us to do so.

Your personal information will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the University use your information?

We use the information provided in your application and from the background checks outlined above in order to identify you, process your application, verify the information you have provided, assess your suitability for the role, decide whether to offer you the job, and communicate with you throughout the application process. Our recruitment processes are not based solely on automated decision-making.

We need to process your personal information to take steps with a view to entering into a contract with you. We may also need to use or disclose your information for the following statutory or public interest purposes. For example:

- for equal opportunities monitoring;
- to respond to and defend against legal claims;

- to prevent or detect fraud;
- to demonstrate the University's compliance with UK Visa and Immigration requirements for jobs in the UK;
- to help us make any reasonable adjustments for disability, as requested by you;
- for research and statistical purposes, but no information which could identify you would be published.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we request this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. The University will not use this data for any purpose other than the recruitment exercise for which you have applied. Access to this information will be strictly controlled in People Services and it will be shared only where required by law, for example with partner employers such as NHS Trusts where applicable.

Who will my personal information be shared with?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the People Services Directorate, individuals involved in the recruitment and selection process, managers in the relevant business area, and IT and audit colleagues if access to the data is necessary for the performance of their roles. If you have opted to be included in the 'offer an interview scheme' as part of Disability Confident, we will share this with the shortlisting and interview panel. We will also share information with companies or organisations providing specific services to or on behalf of the University such as SAP Cloud Services, the company hosting our recruitment system and eligibility checks proving your right to work in the UK, or those administering recruitment search or testing services on our behalf. Where relevant for some posts your data may be shared with other stakeholders such as NHS trusts or other partner employers or expert assessors.

The University will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with your referees (unless you have given your permission for them to be contacted beforehand), the Disclosure and Barring Service to obtain any criminal records checks, our Identity Document Validation Technology provider for Right to Work checks and our occupational health service if health checks or surveillance are necessary for the role. If you require a certificate of sponsorship to work in the UK the University will also share your data with UK Visa and Immigration. For roles located in Singapore we may need to share your data with the Ministry of Manpower to enable you to obtain the appropriate employment pass where required. For roles based in Malaysia we may need to share your information with the Immigration Department of Malaysia to obtain the appropriate authorisation to work in Malaysia where required.

How does the University protect data?

The University takes the security of your personal information seriously. We have internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our colleagues in the proper performance of their duties. More information on our Information Security and Data Protection Policies can be found at <https://www.ncl.ac.uk/data.protection/>

For how long does the University keep data?

If your application for employment is successful, personal information gathered during the recruitment process will be transferred to your personnel file and retained during your employment. For jobs based in the UK, the periods for which your data will be held will be provided to you in a

new [privacy notice](#) when your contract is issued. For jobs in Singapore and Malaysia, they are subject to local legislation in accordance with the Personal Data Protection Act 2012 (Singapore) and Malaysia Data Protection Act 2010.

If your application for employment is unsuccessful, the University will hold your personal information on file for a year following the recruitment campaign or for a year following your last interaction with the recruitment system if that is later (except if the person appointed to the post is sponsored under the UK's points-based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a Home Office compliance officer has examined and approved them, whichever is the longer period). At the end of that period, your data will be deleted and any hard copies destroyed. If you are a current colleague we may use the information you provide to update the employment records we already hold on you.

For some roles, we may wish to keep your personal data on file in case there are future employment opportunities for which you may be suited. If this is the case, we will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

Your rights

As a 'data subject', you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the University to change incorrect or incomplete information;
- require the University to delete or stop processing your data, for example where the information is no longer necessary for the purposes of processing;
- object to the processing of your data where the University is relying on its legitimate interests as the legal ground for processing; and
- ask the University to stop processing data for a period if data is inaccurate or there is a dispute about whether or not your interests override the University's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Maureen Wilkinson at Rec-man@ncl.ac.uk, Data Protection Officer, Newcastle University, NUIT, Newcastle, NE1 7RU.

If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner's Office at Wycliffe House, Water Lane, Wimslow, SK9 5AF (<https://ico.org.uk/>).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the University during the recruitment process. However, if you do not provide the information, the University may not be able to process your application properly or at all.

Data controller: Newcastle University, King's Gate, Newcastle NE1 7RU Data Protection Officer: Maureen Wilkinson, rec-man@ncl.ac.uk

Jackie Scott, Executive Director of People Services, 8 August 2019