



JOB APPLICANT PRIVACY NOTICE

Data controller: Norwich University of the Arts

Data protection officer: Helen Ogden, Compliance Manager

As part of any recruitment process, Norwich University of the Arts (NUA) collects and processes personal data relating to job applicants. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does the University collect?

The University collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current and previous level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The University collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online tests.

The University will also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks where this is required for the specific role. The University will seek information from third parties only once a job offer to you has been made and will inform you that it is doing so.

Data 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 organisation process personal data?

The University needs to process data to take steps at your request prior to entering into a contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the University needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The University has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the University to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a position. The University may also need to process data from job applicants to respond to and defend against legal claims.

Where the University relies on legitimate interests as a reason for processing data, it has considered whether or not those interests are overridden by the rights and freedoms of employees or workers and has concluded that they are not.

The University processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the University processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, the University is obliged to seek information about criminal convictions and offences. Where the University seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The University will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the Human Resources Department, interviewers involved in the recruitment process, and managers in the department/faculty with a vacancy and managers with responsibility for approval of appointments to the University.

The University will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The University will then share your data with former employers to obtain references for you and the Disclosure and Barring Service to obtain necessary criminal records checks (if required for the role).

The organisation will not transfer your data outside the European Economic Area.

How does the University protect data?

The University takes the security of your data seriously. It has 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 employees in the proper performance of their duties.

For how long does the University keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 12 months after the end of the relevant recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

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 data;
- require the University to delete or stop processing your data, for example where the data 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 the University's Data Protection Officer, Helen Ogden, email dataprotection@nua.ac.uk.

If you believe that the University has not complied with your data protection rights, you can complain to the Information Commissioner.

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.

Changes to the job applicant privacy notice

The University will keep the privacy notice under regular review. This privacy notice was last updated in May 2018.