

## Privacy notice for job applicants to UCEM

Data Controller: University College of Estate Management ("UCEM")

- Horizons, 60 Queen's Road, Reading, Berkshire, United Kingdom, RG1 4BS
- Registered charity number 313223
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- International: +44 (0)118 921 4696
- Email: [reception@ucem.ac.uk](mailto:reception@ucem.ac.uk)

Data Protection Officer: Andy Youell

- Email: [dataprotection@ucem.ac.uk](mailto:dataprotection@ucem.ac.uk)
- Address and other details as above

### Relevant dates/versions

Version number	Purpose/Change	Author	Date
3.0	Amendments to include new category details Formatting changes, updating role names, updating headings and content	Lily Rogers Lisa Wilks	8 April 2024
2.0	Update to DPO; update to automated decision-making section	Lisa Wilks	12 June 2023
1.0	Final version	Lisa Wilks	18 May 2018
0.3	Consultation with GDPR Working Group	Lisa Wilks	w/c 14 May 2018
0.2	Consultation with HR team	Lisa Wilks	13 April 2018
0.1	Privacy notice created	Lisa Wilks	12 February 2018

### Privacy notice owner

This notice is owned and updated by the HR and Payroll team at UCEM.

### Publication of privacy notice

The current version will be published on the Current Vacancies page of the UCEM website and the internal staff intranet / SharePoint. It is also available to other individuals upon request.

## **Introduction, definitions, and scope**

As part of any recruitment process, UCEM collects and processes personal data relating to enquirers and job applicants. UCEM is committed to being transparent about how it collects and uses this data and to meeting its data protection obligations.

Job applicants apply for vacancies directly to UCEM and may, on occasions, be introduced through an approved recruitment agency. This privacy notice applies to all job applicants.

Should you wish to read full details about all aspects of personal data collected and processed about you, for recruitment and selection purposes, please request to see the relevant section of the HR Data Register.

## **Information UCEM collects**

UCEM collects a range of information about you, including:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history
- Information about your expected level of remuneration
- Whether or not you have any special requirements including a disability, for which UCEM needs to make reasonable adjustments during the recruitment process
- Information about your entitlement to work in the UK.

UCEM may collect this information in a variety of ways. For example, data might be contained in emails, in job applications (cover letters and CVs), obtained from your passport or other identity documents, or collected through interviews or other forms of assessment, including online assessments.

UCEM may also collect personal data about you from third parties, such as references supplied by former employers and information from criminal records checks (basic disclosures). UCEM 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. This is referred to as the onboarding process.

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 UCEM processes data**

UCEM needs to process data to consider you for employment and take steps at your request prior to entering into a contract with you. UCEM may also need to process your data to enter into a contract with you. In some cases, UCEM needs to process data to ensure that it is complying with its legal obligations. For example, UCEM is required to check a successful applicant's eligibility to work in the UK, before employment begins.

UCEM 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 UCEM to manage the recruitment process, assess and confirm a candidate's suitability for employment, and decide to whom to offer a job. UCEM may also need to process data from job applicants to respond to and defend against legal claims.

UCEM may process information about whether or not applicants are disabled or have special requirements or needs, to make reasonable adjustments for candidates. This is to carry out its obligations and exercise specific rights in relation to employment.

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

## **Change of purpose**

During the recruitment process for which you have applied, UCEM may approach you to ascertain your interest in another job role; this may occur if you are unsuccessful in the original recruitment process, or we consider you potentially suitable for another role. Should you show interest, UCEM will ask for your consent before keeping and processing your data for this change of purpose, and for sharing with another recruiting manager. You are free to withdraw your consent at any time.

## **Access to data**

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the HR team, interviewers involved in the recruitment process including the line/hiring manager, managers in the business area with a vacancy, and IT staff if access to the data is necessary for the performance of their roles.

UCEM will not share your data with third parties unless your application for employment is successful, and it makes you an offer of employment. UCEM will then share your data with former employers to obtain references for you. If you accept an offer of employment and commence employment with UCEM, the *Privacy notice for current staff of UCEM*, will then apply.

UCEM will not transfer your data outside the European Economic Area as part of the recruitment and selection process without the appropriate safeguards in place. Applications for job roles in Hong Kong are processed in both the United Kingdom and Hong Kong, and data is shared between both countries as part of normal UCEM business, using secure UCEM systems.

## **How UCEM protects data**

UCEM takes the security of your data seriously and 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 its employees in the performance of their duties. The HR and Payroll team manage the majority of personal data and control access to this data. The IT team have in place various IT, cyber, and information security policies, to safeguard data.

## **How long UCEM keeps data**

If your application for employment is unsuccessful, UCEM will hold your data on file for **six months** after the end of the relevant recruitment process. UCEM may approach you to seek your consent to retain your data for longer; should you provide consent you are free to withdraw this consent at any time or else it will be deleted/destroyed at the end of the further time period.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your HR 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, the *Privacy notice for current staff of UCEM*.

## Your rights

As a data subject, you have several rights. You can:

- Access and obtain a copy of your data on request
- Require UCEM to change incorrect or incomplete data
- Require UCEM 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 UCEM is relying on its legitimate interests as the legal ground for processing
- Ask UCEM to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override UCEM's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact the Data Protection Officer named at the top of this notice.

If you believe that UCEM has not complied with your data protection rights, you can complain to the [Information Commissioner](#).

## If you do not provide your personal data

You are under no statutory or contractual obligation to provide data to UCEM during the recruitment and selection process. However, if you do not provide the information, UCEM may not be able to process your application properly, or at all. You may also be unable to exercise your statutory rights.

## Automated decision-making

UCEM does not currently base recruitment and selection decisions on automated decision-making. No such systems are currently in place. Should this change in the future this privacy notice will be updated.

## Changes to this privacy notice

UCEM reserves the right to update or amend this non-contractual privacy notice at any time and publish the new version. Updates can be tracked through the version table on page 1.

## Summary of HR data retention periods and destruction schedule

Category number	Data retention periods and destruction schedule Includes, where applicable, statutory retention periods
1	<b><u>Basic personal information and contact details</u></b> Unsuccessful job applicants – six months after appointment to a job role is made
2	<b><u>Recruitment and selection records</u></b> Unsuccessful job applicants – six months after appointment to a job role is made A record of a DBS check is contained on the Single Central Record maintained by the HR team <u>only during employment</u> , as part of obligations under Safer Recruitment in Education Employees hold their own DBS certificate (which may detail criminal records etc.) however UCEM does not retain any copies or have access to any copies

Category number	Data retention periods and destruction schedule Includes, where applicable, statutory retention periods
3	<p><b><u>Employment documents – contracts and associated documents</u></b></p> <p>Successful job applicants who rejected an offer of appointment – six months after appointment to a job role is made</p>
12	<p><b><u>Associate lecturer records</u></b></p> <p>As per Categories 1-3 above</p>
14	<p><b><u>Analysis and reporting</u></b></p> <p>Unsuccessful job applicants – 6 months after appointment to a job role made</p> <p>Files will be deleted once the retention period has passed – files will be labelled with the destruction date</p>
<p><i>All physical data is destroyed securely via UCEM-approved destruction supplier (contract managed by Facilities team); digital data is periodically reviewed and deleted either when destruction dates pass, or prior to this where the HR and Payroll team consider it not in keeping with the data protection principles</i></p>	