



Stanford
Human Risk & Resilience

Job Applicant Privacy Notice

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Introduction

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

What Information Does the Organisation Collect?

The organisation collects a range of information about you, as listed on the CV/Covering Letter you have provided to us. 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 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.

The organisation may collect 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.

Should we progress with your application, the organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from financial and criminal records check providers, as permitted by law. The organisation 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 organisation needs to process data to take steps at your request prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. The organisation also 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 organisation 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 organisation to manage the recruitment process, assess, and confirm a candidate's suitability for employment and decide to whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

The organisation may process special categories of data, such as information about ethnic origin, to monitor recruitment statistics in relation to being an equal opportunities employer. It may also collect information about whether or not applicants are disabled, in order to make reasonable adjustments for candidates who have a disability.

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The organisation processes such information to carry out its obligations and exercise specific rights in relation to employment.

Given the nature of the business, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation 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.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited.

Who Has Access to Data?

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

The organisation will not share your data with third parties, unless your application for

employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, and with financial and criminal records check providers to obtain necessary background checks.

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

How Does the Organisation Protect Data?

The organisation 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 by our employees except in the proper performance of their duties.

For How Long Does the Organisation Keep Data?

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. If you do not want the organisation to retain your details, you need to let them know at hr@Stanfordhrr.co.uk and, on receipt of your request, your data will be deleted immediately; you will also receive an email in confirmation of this.

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 an 'Employee 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 organisation to change incorrect or incomplete data.
- Require the organisation 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 organisation is relying on its legitimate interests as the legal ground for processing.

If you would like to exercise any of these rights, please contact the HR Manager.

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

What If You Do Not Provide Personal Data?

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

Automated Decision-Making

Recruitment processes are not based solely on automated decision-making.

Review

This notice will be reviewed on an annual basis to ensure it reflects any changes in legislation and to monitor/report on the effectiveness of it being in place.