

**Recruitment Privacy Notice**

**Who we are**

The University of Wolverhampton (‘The University’, ‘we’ or ‘us’) are a ‘Data Controller’, as defined by the Data Protection Act 2018 and are responsible for, and control the processing of your Personal Data. You can contact us at email [dataprotection@wlv.ac.uk](mailto:dataprotection@wlv.ac.uk), University of Wolverhampton, Wulfruna Street, Wolverhampton WV1 1LY. Tel. 01902 32 1000. Our Data Protection Officer can be contacted at dataprotection@wlv.ac.uk.

**How We Use Your Data**

The University will process your personal data when you apply for a position to work with us. As a job applicant, in order to engage you in a fair, consistent recruitment process we collect information that will be used throughout a shortlisting, selection, interview and hiring process.

We process the Special Category Data indicated below, in order to monitor and assess the level of diversity of the talent we attract and hire. As a public sector organisation, we are obliged to exercise the Public Sector Equality Duty contained in the Equality Act 2010 to advance equality of opportunity between people who share a protected characteristic and those who do not. Your special category data will not be visible on your application, to the people who are shortlisting for the position.

**Information We Collect**

The majority of information that we process about you will be provided by you. This will typically be via our website or collected from the application process. We may get additional information from your referee or employer where a reference is required.

We may obtain and process the following personal information about you up to and including the

shortlisting stage of the recruitment process:

* Your name and contact details including your home address, home and mobile phone numbers and your email address;
* A copy of your CV;
* Details of your qualifications, experience, employment history (including job titles, salary and

working hours) and interests;

* Your racial or ethnic origin, sex and sexual orientation, religious or similar beliefs;
* Information regarding your criminal record;
* Details of your referees.

**We may collect the following information after the shortlisting stage, and before making a final decision to recruit:**

* Information about your previous academic and/or employment history, from references obtained about you from previous employers and/or education providers;
* Information regarding your academic and professional qualifications;
* Information regarding any professional registrations/certifications and licenses to practice;
* Information regarding your criminal record, in criminal records certificates (CRCs) and enhanced criminal records certificates (ECRCs);
* Your nationality and immigration status and information from related documents, such as your passport or other identification and immigration information;
* A copy of your driving licence.

We are required to process this information to enter into your contract of employment or to fulfil our legal obligations as an employer, including verifying your right to work and suitability for the position.

We may collect this information from your referees, your education provider, the relevant professional body, the Disclosure and Barring Service (DBS) and the Home Office.

For the processing of special category data the University is relying on UK GDPR Article 9(2)b “processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment...”

**Who We Share Your Personal Data With**

Information is shared with relevant departments within the University for the purposes outlined above.

For staff employment, to assist with our recruitment process, we use e-Recruiter, an online application provided by Hireserve Ltd, who will act as a data processor on our behalf. We have a robust data processing agreement in place with e-Recruiter and will only process your personal data in accordance with our instructions.

Where you apply for a job opening via the application function on a job board or similar online service provider (“Partner”), you should note that the relevant Partner may retain your personal data and may also collect data from us in respect of the progress of your application.

For student employment the university uses an employment agency Adecco, who will amongst other things process information in relation to the hours worked and checks relating to illegibility to work. The University and Adecco have a data sharing agreement in place, and as such your personal data will be shared between the University and the agency.

We may also share personal details with organisations with enforcement powers such as HMRC or the Police. However, we will only do so if this is required to comply with our legal obligation to disclose information to these bodies. We will only share the minimum amount of personal data with any of the above and will always do so in accordance with the law.

**Retention**

Your data is retained as followed:

* **Unsuccessful Job Applications and Interview notes** are retained for **6 months** after the date of application taking into account the limitation periods for potential claims such as race or sex discrimination (as extended to take account of early conciliation), after which they will be destroyed.
* **Diversity Monitoring information** is retained for the **academic year** in which it is obtained **plus 1 calendar year** to allow for reporting
* **Successful applications** are retained for the **duration of your employment plus 6 years** from the end of your employment with us. We will keep only the recruitment information that is necessary in relation to your employment.

**Your Rights**

As an individual, you have a number of rights available to you. To find out more about how you may exercise those rights, for example, The Right of Subject Access: obtaining a copy of your information which we may hold, or the Right to Rectification: correcting any mistakes or completing the information we hold about you, please see our Data Protection web pages available [here](https://www.wlv.ac.uk/about-us/governance/legal-information/corporate-compliance/data-protection/) or the [ICO website](https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights/) for more information.

**How to Complain**

If you have any queries, concerns or believe that your Personal Data is being handled in a manner which is contrary to statutory requirements, you may wish to contact the University of Wolverhampton’s Data Protection Officer via [dataprotection@wlv.ac.uk](mailto:dataprotection@wlv.ac.uk) or complain to the ICO via [www.ico.org.uk](http://www.ico.org.uk)

**Changes to Privacy Notice**

We regularly review our privacy notice and will review it at least annually. This privacy notice was last updated on 16 February 2021.