

## **JOB APPLICANT PRIVACY STATEMENT**

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### **How will your personal information be used?**

Falmouth University needs to collect and store the personal information requested in the recruitment process in order to process, assess and support your application.

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 needs to collect a range of information to process your application and identify you.

Additionally, the following information that we are legally required to collect:

- whether or not you have a disability for which the University 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.

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### **How is the information collected?**

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, information from employment background check providers and information from criminal records checks. 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.

### **Why does the University process personal data?**

The University needs to process data to take steps at your request prior to and then when entering 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 job. 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 conducted a Legitimate Interests test as a result of which it has concluded that they are not and that it can use this data.

### **Why do you need more than just my qualifications and experience?**

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, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time.

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.

If your application is unsuccessful, the University will keep your personal data on file in case there are future employment opportunities for which you may be suited. The University will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time.

### **Who has access to my information?**

Falmouth University, who are responsible for your information (as the 'data controller'). Additionally, your data will be shared with trusted third parties\*, for example in the provision of campus services such as IT Services if access to the data is necessary for the performance of IT staff roles

\*Where it is necessary to share your information outside the University, we have security measures in place to ensure your privacy is not affected.

The University is also obligated to collect and disclose certain information for our [external reporting duties](#).

The University will not share your data with other 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, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

### **Where will your information be stored?**

Your information will be stored within University systems which are all located within the European Economic Area (EEA).

If you are applying for a position with one of our partner organisations, your personal information will be shared with them for the purposes of processing your application and administering your employment.

Please be aware that your personal information may be stored in secure databases outside of the EEA by these partner organisations. Where this is the case, your personal information will be protected either by an 'adequacy decision' by the European Commission (declaring the recipient country as a 'safe' territory for personal data) or by standard contractual clauses adopted by the European Commission (which give obligations for the recipient to safeguard the data). For more information, please contact the partner organisation direct.

### **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.

If you would like any more information on these measures, please contact the [Information Governance Team](#).

### **How long will my information be kept?**

If your application for employment is unsuccessful, the University will hold your data on file for one year after the end of the relevant recruitment process. If you agree, the University will hold your data on file for a further year for consideration for future employment opportunities. At the end of that period or once you withdraw your consent, your data is deleted or destroyed.

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.

You have a number of rights in terms of your personal information. This includes the right to make a complaint with the Information Commissioner's Office if you feel that your information has not been used correctly. For more information on these rights, please see the [University's website](#) and the [Information Commissioner's website](#).

**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.

You are under no obligation to provide information for equal opportunities monitoring purposes and there are no consequences for your application if you choose not to provide such information.