

# De Montfort Students' Union (DSU) Recruitment Data Privacy Statement

Last Revised: April 2026

## Introduction

This privacy notice explains how we collect and use your personal data in accordance with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018.

When you apply for a job at De Montfort Students' Union (DSU), we need to collect some information about you. This helps us manage the recruitment process and decide whether you're right for the role.

We believe in being open about what we collect, why we collect it, and how we use it.

DSU will be what is known as the 'Controller' of the personal data you provide to us in respect of your application made via PeopleHR/Access.

## What information do we collect?

We collect information that helps us assess your application. This can include:

- Your name and contact details
- Your gender and date of birth
- Your work history, skills, and qualifications
- Your current salary and benefits (where provided)
- Information about your right to work in the UK
- Equal opportunities information (such as ethnic background, sexual orientation, disability, health, religion or belief) is collected separately and is not seen by hiring managers, and does not influence recruitment decisions.
- Information about any disability so we can make reasonable adjustments during the recruitment process

We get this information from:

- The information provided on your electronic application, your CV, or cover letter
- Our conversations with you (emails, interviews, assessment days)
- Your public professional profiles (e.g., LinkedIn)
- References from past employers (only when we're at the job offer stage, unless you give us permission earlier)

All your data is stored securely in our systems, including PeopleHR (our applicant tracking and HR system) and DSU's IT systems which are provided by De Montfort University (DMU).

## Why do we use your information?

We use your information to:

- Run and manage the recruitment process
- Check you're suitable for the role
- Make a job offer if you are successful

To do this legally, we rely on:

### **Contract**

We need your information to take steps before offering you a job.

### **Legal obligation**

To comply with employment laws for example your right to work in the UK.

### **Legitimate interests**

This means we have a good reason to use your information, such as:

- Running our recruitment process fairly
- Keeping records
- Defending legal claims
- Monitoring equality and diversity

### **Special category data**

Sometimes we collect more sensitive information (for example, disability or ethnicity).

We only use this when:

- You've given your clear consent, e.g. in an equal opportunities form
- We need it to meet legal obligations relating to employment for example reasonable adjustments

### **Who can see your information?**

Your information is only shared with people who need it to run the recruitment process. This might include:

- DSU staff involved in hiring
- PeopleHR (our recruitment and HR system provider)
- Past employers (for references if you're offered the job)
- DMU (for IT access, building access or car parking if required)
- Our Occupational Health provider (if we need to arrange adjustments for you)
- Recruitment agencies or legal advisers we work with

We never sell your information or use it for anything unrelated to recruitment.

We do not transfer your data outside the UK. If this changes, we will ensure appropriate safeguards are in place.

### **How long do we keep your information?**

- If you are not successful, we keep your information for 6 months after the recruitment process ends. Then we delete it securely.
- If you are successful, the information we collected during recruitment becomes part of your staff record and is kept according to our employee privacy statement which is issued on appointment.

### **Do you have to give us your information?**

You don't have to provide personal information. But if you don't, we may not be able to process your application or move you forward in the recruitment process.

### **Your rights**

You have rights over your personal information, including:

- The right to see the information we hold about you
- The right to ask us to correct or delete information
- The right to object to how we use your information
- The right to complain to the Information Commissioner's Office (ICO) if you're

- unhappy with how your data has been handled
- The right to withdraw consent at any time

If you want to use any of these rights, just get in touch with us.

**Contact details**

If you have any questions about this notice or your data, or if you want to use your data protection rights, you can contact us via [dsu.recruitment@dmu.ac.uk](mailto:dsu.recruitment@dmu.ac.uk).

If you are not satisfied with our response you can contact the Information Commissioner's Officer at [www.ico.org.uk](http://www.ico.org.uk)