

De Montfort Students' Union

Recruitment Data Privacy Statement

Last Revised: October 2020

As part of any recruitment process De Montfort Students' Union (DSU) collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meeting our data protection obligations.

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What personal data do we collect?

DSU processes a range of information collected from you. This may include:

- your name, address and contact details, including email address and telephone number;
- your gender and date of birth;
- details of your qualifications, skills, experience and employment history, including start and end dates with previous employers;
- information about your current salary, including benefit entitlements;
- your nationality and entitlement to work in the UK;
- Passport and driving license information including copies containing your photograph
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.
- Whether or not you have a disability for which DSU needs to make reasonable adjustments during the recruitment process.

DSU may collect this personal data in a number of ways. For example, identity information might be collected through application forms, CV's or resumes; obtained from your passport or other documents such as your driving license; from the correspondence with you; or through interviews, meetings or other assessments.

Your data is stored in a range of systems and formats. These include in your recruitment file, in DSU's HR management system and in other IT systems, including DSU's email system.

DSU will also collect personal data about you from third parties, such as references supplied by former employers, recruitment agencies or social media such as LinkedIn. DSU will seek information from third parties once a job offer has been made or where permission has been given by you, the candidate to collect this in advance of any interviews.

Why do we process personal data / special category data?

Processing personal data and special category data from job applicants allows us to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job.

In order to comply with Data Protection Laws, DSU need a lawful basis to process your Personal Data. We use the following lawful reasons to obtain and use your Personal Data.

Contract

DSU needs to process your Personal Data to take steps at your request, prior to entering into a potential employment contract with you.

Legal Obligation

In some cases, DSU 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.

Legitimate Interest

DSU has a legitimate interest in processing Personal Data during and after the end of the recruitment process including:

Running the recruitment processes;

Responding to and defending against legal claims;

Maintaining and promoting equal opportunities within the workplace.

In addition to the above personal data we will also process special category data. In order to comply with Data Protection Laws, DSU does this by meeting the following specific conditions in Article 9 of the GDPR.

(a) Explicit consent

(b) Employment, social security and social protection (if authorised by law)

Who may have access to personal data?

Your information will be shared internally for the purposes of the recruitment process. DSU will not share your data with third parties unless your application for employment is successful and it makes you an offer of employment. DSU will then share your data with former employers to obtain references for you as well as De Montfort University for the purposes of gaining access to our IT systems, Estates for Car Parking and building access. DSU may also share your data with our Occupational Health provider if required to support any adjustments needed to perform your role.

DSU may share your personal data with third-party processors who provide services to the organisation. These services include:

Recruitment agencies;

DMU POD;

Pension Providers;

DSU Legal Advisers

How long do we hold your personal data / special category data?

If your application for employment is unsuccessful, we will hold your data on file for 6 months after the end of the relevant recruitment process. At the end of that period, or once you withdraw your consent, your data is deleted and destroyed. Any copies of proof of right to work documents are immediately destroyed after the recruitment process if you are the unsuccessful candidate.

If your application for employment is successful, any personal and special category 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 when you start your employment with us.

What if you do not supply your personal data

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