**Privacy Notice – Recruitment**

**The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.**

**For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at** dataprotectionofficer@uhi.ac.uk

**This privacy statement relates to the following process:**

Recruitment - Administration of UHI Perth’s job application process, including selection and onboarding new staff. To facilitate a fair and transparent recruitment process that meets our obligations under the Equality Act 2010.

**Your information will be used for the following purposes:**

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| **Purpose 1:** **Administering job applications** | Receiving and processing job applications, including:1. Initial assessment of applications
2. Selection for each phase of the application/recruitment process
3. Arrangements for interview
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| **Purpose 2:** **Selection to offer process** | This process continues where purpose 1 ends, and includes:1. Selection of preferred candidate
2. Offer of employment
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| **Purpose 3:** **Onboarding and induction****(includes purpose 5)**  | This process continues where purpose 2 ends, and includes:1. Administration of hiring, including collecting further details for HR and finance records (ID checks, bank details for payment and pension details for processing)
2. Undertaking any relevant assessments (may involve UHI Perth’s occupational health service) and making any accessibility changes.
3. All relevant checks (see purpose 5)
4. Includes moving all relevant information from your application record and process to our HR system. This includes any equality information your provided for our equalities monitoring purposes (purpose 6). You can request your equalities information isn’t moved with the rest of your information (or request its deletion once it has been moved) by contacting the HR department.
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| **Purpose 3B: Pre-employment occupational health checks** | When you apply for a role at UHI Perth, the college (via its Occupational Health provider) undertakes pre-employment health checks to ensure you are fit and able to undertake the work for which you have applied and to ensure you can continue to undertake such work safely. This is to protect you and keep you healthy, and is part of the college meeting its obligations in the Health and Safety at Work Act 1974. To administer and deliver the pre-employment health checks, UHI Perth will share some personal data about you with its occupational health provider (who may use 3rd party sub-contractors), that data being: Name, address, personal email address, phone number, date of birth. Relevant UHI Perth personnel will be aware of the referral, and will see the relevant outcomes from the assessment(s). The occupational health provider may contact you to administer the pre-employment checks. This may include contacting you by email, letter or phone call (including voice mail).  |
| **Purpose 4:****Administration of agency workers (may include purpose 5)** | Receiving and processing candidate information from employment agency, including:1. Initial assessment of candidates, as provided by the agency
2. Selection for each phase of the application/recruitment process
3. Arrangements for interview (may be informal, or may not take place)
4. Administration of hiring

All of these processes may involve your data being shared between UHI Perth and the relevant employment agency |
| **Purpose 5:** **Relevant ID, PVG/disclosure, and right to work checks** | Undertaking all necessary checks on employees or agency workers. 1. All jobs require ID and right to work checks.
2. Some jobs require PVG scheme membership (you will be advised in the job advert).
3. Some positions may require additional checks – these will be detailed in the job advert
4. Some positions may require additional checks or information related to overseas recruitment, this will be detailed during onboarding if required.
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| **Purpose 6: Equalities monitoring and purpose reasonable adjustments**  | To ensure a fair recruitment process and to monitor and enhance the equality of opportunity and treatment. To meet our wider obligations under the Equality Act 2010 and associated regulations and initiatives. Including, but not limited to; Assessing what reasonable adjustments may assist you to work at the organization, assessing if such adjustments can be made. Including UHI Perth participating in the guaranteed job interview scheme (GJIS). For more information about the GJIS you can contact the relevant recruiting manager or UHI Perth HR department.  |

**Our legal reasons for using the data are:**

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| **Purpose** | **Lawful basis for processing** |
| **Purpose 1:** **Administering job applications** | **Contract** – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant employment contract.**Legal obligation** – to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010. |
| **Purpose 2:** **Selection to offer process** | **Contract** – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant employment contract. |
| **Purpose 3:** **Onboarding and induction**  | **Contract** – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant employment contract.**Legal obligation** – the processing is necessary for the college to meet its obligations in the Health and Safety at Work Act 1974 and its general duty of care |
| **Purpose 4:****Administration of agency workers** | **Contract** – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant agency work contract. |
| **Purpose 5:** **Relevant ID, PVG/disclosure, and right to work checks** | **Contract** – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant agency work contract.**Legal obligation –** to undertake relevant regulatory checks on identity of applicants and staff, Disclosure Scheme membership checks (you will be informed in the job advert if this is necessary) and right to work checks.  |
| **Purpose 6: Equalities monitoring and purpose reasonable adjustments**  | **Legal obligation** – to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010. To assess, and make, such reasonable adjustments are required under the Equality Act 2010 for the recruitment process and potential employment.  |

**The data we use includes special category (sensitive) data. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:**

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| **Purpose** | **Lawful basis for processing** |
| **Purpose 1:** **Administering job applications** | **Data processed: Equality monitoring information** (Racial or ethnic origin, religion/beliefs, health data, sexual orientation). You are not required to provide this information. **Basis: Legal obligation** **(social protection and employment)** –to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010. |
| **Purpose 3:** **Onboarding and induction (includes purpose 5)** | **Data processed: Accessibility information** (may include health information). We may process accessibility or health information about you to make sure your working environment and responsibilities are suitable for you. This process may involve referral to UHI Perth’s occupational health service and sharing this information with department managers with the purpose of implementing identified adjustments. **Basis: Legal obligation** **(social protection and employment)** –to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010. |
| **Purpose 4:****Administration of agency workers (may include purpose 5)** |
| **Purpose 5:** **Relevant ID, PVG/disclosure, and right to work checks** | **Data processed: PVG/disclosure, and right to work checks** (these checks may involve processing personal data relating to criminal convictions and offences or related security measures). You will be informed in the job advert what checks are necessary. **Basis 1: Processing required by an enactment and (Basis 2) Protecting the public.**Checks will only be undertaken when they are required by law and are in the public interest (Protection of Vulnerable Groups Act, Immigration Act etc).  |
| **Purpose 6: Equalities monitoring and purpose reasonable adjustments**  | **Data processed: Equality monitoring information** (Racial or ethnic origin, religion/beliefs, health data, sexual orientation). You are not required to provide this information. **Basis: Legal obligation** **(social protection law, employment law, substantial public interest - statutory etc and government purposes – processing required by an enactment)**To monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010. To assess, and make, such reasonable adjustments are required under the Equality Act 2010 for the recruitment process and potential employment. |

**Your data will, or may, be shared with the following recipients or categories of recipient:**

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| **Referees / references**If you provide a referee for a reference, we may contact your referee asking for a reference relating to your work history. UHI Perth may also check your credentials with relevant bodies such as professional regulatory or professional bodies or educational establishments. **Relevant agencies for PVG/disclosure, and right to work checks**Some checks have to be undertaken, administered, recorded or verified by external bodies such as Disclosure Scotland, Disclosure and Barring Service, or the UK Visa and Immigration Service.**External members of selection panels**Your application data may be shared with external members sitting on the selection panel. These members will be invited by UHI Perth to sit on the panel due to their expertise and relationship with UHI Perth.**EU funded posts only**Anonymised assessment data will be shared with the relevant EU funding body, our EU funding partners and auditors. More information about these bodies is available from the relevant recruiting manager. You will be advised in the job advert if the post is an EU funded post.**UHI Perth’s recruitment tracking system provider and HR system provider**Your data will be stored in the relevant UHI Perth systems. These systems are provided and maintained by external companies under contract to UHI Perth. Applicant data will be stored in UHI Perth’s HR/recruitment system. Data of staff will be held in UHI Perth’s HR system. **UHI Academic Partners**UHI Perth is a part of the UHI Partnership – a group of Colleges and research institutions that deliver FE education and HE education and Research through the University of the Highlands and Islands. The UHI partner organisations work jointly on certain projects and operations and within certain systems. Your data may be shared with, made available to, or processed by UHI Partner Organisations. **UHI Perth’s Occupational Health provider**When you apply for a role at UHI Perth, the college (via its Occupational Health provider) undertakes pre-employment health checks to ensure you are fit and able to undertake the work for which you have applied and to ensure you can continue to undertake such work safely. This is to protect you and keep you healthy, and is part of the college meeting its obligations in the Health and Safety at Work Act 1974. To administer and deliver the pre-employment health checks, UHI Perth will share some personal data about you with its occupational health provider (who may use 3rd party sub-contractors), that data being: Name, address, personal email address, phone number, date of birth. Relevant UHI Perth personnel will be aware of the referral, and will see the relevant outcomes from the assessment(s). The occupational health provider may contact you to administer the pre-employment checks. This may include contacting you by email, letter or phone call (including voice mail). |

**Your data will be retained for the following length of time:**

One year from end of selection process to allow you to access and re-use your data for future applications and to allow us to respond to statutory reporting requests. The exception to this is where the successful applicant is successful and is being sponsored through the UKVI where we are required to keep the recruitment data for all shortlisted applicants until one year has passed from the date on which we end the sponsorship of the migrant.

If you are a successful candidate and accept a position at UHI Perth your data will be held for longer, please see the UHI Perth staff privacy notice, or contact your recruiting manager.

**The following rights are rights of data subjects:**

• The right to access your personal data

• The right to rectification if the personal data we hold about you is incorrect

• The right to restrict processing of your personal data

**The following rights apply only in certain circumstances:**

*•* Theright to withdraw consent at any time if consent is our lawful basis for processing your data

• The right to object to our processing of your personal data

• The right to request erasure (deletion) of your personal data

• The right to data portability

**You also have the right to lodge a complaint with the Information Commissioner’s Office about our handling of your data.**