

Recruitment Privacy Notice (compliant with the GDPR)

The following statement explains how personal data is managed for the purposes of recruitment. The University is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. Applicants who become employees of RGU will then be covered by the *Employee Privacy Notice*¹.

Data Controller: Robert Gordon University
Garthdee House
Garthdee Road
ABERDEEN
AB10 7QB

Data Protection Officer: Mr Ian Croft
Information Governance & Complaints
Officer
Garthdee House
ABERDEEN
AB10 7QB

What information does the university collect and why?

Throughout the duration of the recruitment process and lifetime of any prospective employment relationship with Robert Gordon University, the information you provide is collected on our recruitment system and will be used for the following purposes:

- Your name, address and contact details including email address and telephone number which are used to identify you and communicate with you throughout the recruitment process.
- Information may be gathered to allow us to conduct PVG and disclosure checks to assess your suitability to perform specific roles.
- Information about your identity and nationality may be gathered to check eligibility to work in the United Kingdom
- Information in relation to employment history, qualifications, training certifications, membership of professional bodies and licences (eg Driving licence) may be required in order to validate that you are appropriately qualified to undertake the activities of the post applied for.
- Information about your criminal record as there are some roles in the University to which the Rehabilitation of Offenders Exception Order applies.
- Information in respect of your health may be gathered via pre-employment health check by our Occupational Health provider. This is required for a small number of roles in the university to support our health and safety arrangements and to ensure that you are able to carry out the functions required by the role.
- Information about medical or health conditions, including whether or not you have a disability, to allow us :

¹ <https://www.rgu.ac.uk/file/employee-privacy-notice-pdf-75kb>

- consider you under the terms of the 'Disability Confident Scheme' and
 - make reasonable adjustments for interview where appropriate
- Equal opportunities monitoring information including information about your ethnic origin, sexual orientation and religion or belief. This allows us to audit our own processes and ensure we comply with the Equality Act and the Public Sector Equality Duties.

The university seeks information from third parties with your consent. For example, references provided by former employers or information provided by Disclosure Scotland in relation to criminal records.

Automated Processing

During the application process, your data may be subject to automated decision making.

This is sometimes necessary for the entry into, or performance of an employment contract with RGU. For example you may require current registration with the Nursing and Midwifery Council in order to carry out a Nursing role or a Lifeguard Qualification to carry out the role of Sport Assistant. If you identify at the application stage that you cannot comply with this requirement, you will receive a warning message to say that this is an essential requirement for the post and if you continue with your application, it will be rejected upon submission.

If you would like to challenge this decision or request human intervention in the process, please see the contact details in the 'Your rights' section below.

Legal Basis for using your information

Processing your personal information is necessary to take steps to potentially enter into a contract with you. If you do not provide us with the information we have asked for then we will not be able to process your application for employment.

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 an employee's entitlement to work in the UK and to comply with health and safety laws.

Who has access to data?

Your information may be shared internally, including with members of the HR team; those involved in shortlisting your application and the interview panel.

Anonymised information is analysed internally in order to provide management information and inform future service delivery.

We will generally comply with requests for specific information from other regulatory and law enforcement bodies where this is necessary and proportionate.

The university will not transfer your data to countries outside the European Economic Area.

How does the university protect data?

The university takes the security of your data seriously. The university 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 its employees in the performance of their duties.

Where the university engages third parties to process personal data on its behalf, they do so on the basis of written instructions, are under a duty of confidentiality and are obliged to implement appropriate technical and organisational measures to ensure the security of data.

For how long does the university keep data?

After you have created an account and/or submitted an application your account will be anonymised/archived, by removing personal details such as your name, address, email, contact telephone number, after five years of inactivity in your account. Accounts cannot be unarchived after this period. Therefore the onus is on you to keep your account active should you wish to continue to access your application information and to keep copies of your submitted applications. Successful candidate information will be retained for seven years

Your rights?

As a data subject you have a number of rights, further details of these rights can be found at <https://ico.org.uk/for-organisations/guide-to-the-general-data-protection-regulation-gdpr>

If you would like to exercise any of these rights, please contact Mr Ian Croft, Information Governance & Complaints Officer, Garthdee House, Aberdeen, AB10 7QB or at i.f.croft@rgu.ac.uk.

If you believe that the university has not complied with your data protection rights, you can complain to the Information Commissioner.