

This Privacy Notice explains the nature of the personal information that the University of Reading collects as part of the recruitment process. It also explains how your data is used and informs you of your rights under data protection laws. The University of Reading are the Data Controller (We or Us) in respect of the information that We process about you. Our contact details are The University of Reading, Whiteknights House, Reading, Berkshire, RG6 6AH, United Kingdom. Tel: +44 (0) 118 987 5123. Your privacy is important to Us, so if there is anything in this privacy notice that is unclear or you do not understand, please contact Our Data Protection Officer at: imps@reading.ac.uk.

INFORMATION THAT WE COLLECT DIRECTLY FROM YOU

We ask you for a range of personal information when you complete our online forms or applications for specific purposes. We collect a range of information about you which includes:

- your name, address and contact details, including email address and telephone numbers;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the University needs to make reasonable adjustments during the recruitment process;
- whether or not you have any criminal convictions or offences;
- information about your eligibility to work in the UK; and
- equal opportunities monitoring information which could include information about your age, gender, sexual orientation, relationship status, disability, nationality, ethnic origin, and religion or belief.

This information is collected in a variety of ways, including from your application form or CV, obtained from your passport or other identity documents, or from notes taken at interview or from other forms of assessment such as online tests or practical exercises.

We will also collect personal information about you from third parties, such as references supplied by former employers, background checks for example on qualifications, information from employment agencies, search consultants used during the recruitment process, and information from criminal records checks. The University will only seek information from third parties if you have given your permission for us to do so.

Your personal information will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

LEGAL BASIS FOR PROCESSING YOUR PERSONAL INFORMATION

We use the information provided in your application and from the background checks outlined above in order to identify you, process your application, verify the information you have provided, assess your suitability for the role, decide whether to offer you the

job, and communicate with you throughout the application process. Our recruitment processes are not based solely on automated decision-making.

We need to process your personal information to take steps with a view to entering into a contract with you. We may also need to use or disclose your information for the following statutory or public interest purposes. For example:

- for equal opportunities monitoring;
- to respond to and defend against legal claims;
- to prevent or detect fraud;
- to demonstrate the University's compliance with UK Visa and Immigration requirements for jobs in the UK;
- to help us make any reasonable adjustments for disability, as requested by you;
- for research and statistical purposes, but no information which could identify you would be published.

For some roles, we are obliged to seek information about criminal convictions and offences. Where we request this information, we do so because it is necessary for us to carry out our obligations and exercise specific rights in relation to employment. The University will not use this data for any purpose other than the recruitment exercise for which you have applied. Access to this information will be strictly controlled and it will be shared only where required by law, for example with partner employers where applicable.

WHO WE MAY SHARE YOUR DATA WITH

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of Human Resources, individuals involved in the recruitment and selection process, managers in the relevant business area, and audit colleagues if access to the data is necessary for the performance of their roles. If you have opted to be included in the 'Offer an Interview Scheme' as part of Disability Confident, we will share this with the shortlisting and interview panel. We will also share information with companies or organisations providing specific services to or on behalf of the University (our Data Processors), including Cloud Services, such as those that host our recruitment systems – these recipients are subject to agreements that protect your data on our behalf. Where relevant for some posts your data may be shared with other stakeholders such as partner employers or expert assessors.

The University will not share your data with other third parties, unless your application for employment is successful and we make you an offer of employment. We may then share your data with your referees (unless you have given your permission for them to be contacted beforehand), our occupational health service, and the Disclosure and Barring Service to obtain any criminal records checks if they are necessary for the role. If you require a certificate of sponsorship to work in the UK the University will also share your data with UK Visa and Immigration.

RETENTION OF YOUR DATA

If your application for employment is successful, personal information gathered during the recruitment process will be transferred to your personnel file and retained during your employment. Your personal data will be retained in line with University retention schedules.

If your application for employment is unsuccessful, the University will hold your personal information on file for a year following the recruitment campaign or for a year following your last interaction with the recruitment system if that is later (except if the person appointed to the post is sponsored under the UK's points-based immigration system, when we are required to retain the applications of all candidates shortlisted for final interview for one year or until a Home Office compliance officer has examined and approved them, whichever is the longer period). At the end of that period, your data will be deleted, and any hard copies destroyed. If you are a current colleague we may use the information you provide to update the employment records we already hold on you.

For some roles, we may wish to keep your personal data on file in case there are future employment opportunities for which you may be suited. If this is the case, we will ask for your consent before we keep your data for this purpose and you are free to withdraw your consent at any time.

HOW WE PROTECT YOUR DATA

Your personal information is stored securely within the University and our staff are trained about the secure handling of personal information. We may also use third party providers to deliver our services, such as SAP Cloud Services. Where we do this we have measures and terms in place with those providers to ensure that they also protect your data.

YOUR RIGHTS

Under data protection law you have the right to:

- Withdraw your consent where that is the legal basis of our processing
- Access your personal data that We process
- Rectify inaccuracies in personal data that We hold about you
- Be erased, that is your details to be removed from systems that We use to process your personal data
- Restrict the processing in certain ways
- Obtain a copy of your data in a commonly used electronic form; and
- Object to certain processing of your personal data by us

Please see the ICO website for further information on these rights: <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-data-protection-regulation-gdpr/individual-rights>.

You will not have to pay a fee to access your personal data (or to exercise any of the other rights). However, We may charge a reasonable fee if your request is clearly

unfounded, repetitive or excessive. Alternatively, We may refuse to comply with your request in these circumstances. If you would like to exercise your rights or have any concerns regarding how We have handled your personal information, please contact our Data Protection Office at imps@reading.ac.uk.

Some rights are dependent on the lawful basis for processing your information. If We have legitimate grounds to not carry out your wishes, these will be explained to you in response to your request.

You also have the right to complain to the Information Commissioner's Office.