

## Privacy Notice – Candidates UK

### 1. What is the purpose of this document?

Roffey Park Institute Ltd is a "data controller". This means that we are responsible for deciding how we hold and use personal information about you.

You are being sent, or provided with, a copy of this privacy notice because you are applying for work with us (whether as an employee, worker, contractor or freelancer). It makes you aware of how and why your personal information will be used, namely for the purposes of the recruitment exercise, and how long it will usually be retained for.

### 2. Data protection principles

We will comply with data protection law. This says that the personal information we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept securely.

### 3. The kind of information we hold about you

In connection with your application for work with us, we will collect, store, and use the following categories of personal information about you:

- The information you have provided to us in your curriculum vitae and covering letter.
- The information you have provided on our application form, including name, title, address, telephone numbers (daytime, home and mobile), email address, national insurance number, employment status and right to work in the UK, education, employment history, current salary and qualifications.
- Any information you provide to us during an interview and selection process.
- Any scoring and notes from Roffey Park staff involved in the selection process.
- Copy of any assessment tools used in the selection process which you the candidate would have completed and received a copy.

We may also collect, store and use the following "special categories" of more sensitive personal information:

- Information about a disability you have disclosed

### 4. How is your personal information collected?

We collect personal information about candidates from the following sources:

- You, the candidate.
- A recruitment agency where you have given consent for personal information to be shared by way of application.
- Referees which you have provided, from whom we collect the following categories of data about you: candidate name, reference organisation name, employment dates, role, health information, performance and suitability information.

## **5. How we will use information about you**

We will use the personal information we collect about you to:

- Assess your skills, qualifications, and suitability for the role or work.
- Carry out background and reference checks, where applicable.
- Communicate with you about the recruitment process.
- Keep records related to our hiring processes.
- Comply with legal or regulatory requirements.

It is in our legitimate interests to decide whether to appoint you to a role or offer you the work you are applying for since it would be beneficial to our business to appoint someone to a role or to undertake a specific type of work.

We also need to process your personal information to decide whether to enter into a contract with you.

Having received your application form or your CV and covering letter, we will then process that information to decide whether you meet the basic requirements to be shortlisted for the role. If you do, we will decide whether your application is strong enough to invite you for an interview. If we decide to call you for an interview, we will use the information you provide to us at the interview to decide whether you will progress to further stages of the selection process as applicable to the type of role or work you are applying for. If we decide to offer you a role or work, we will then take up references and/or carry out any other check before confirming your appointment.

## **6. If you fail to provide personal information**

If you fail to provide information when requested, which is necessary for us to consider your application (such as evidence of qualifications or work history), we will not be able to process your application successfully. For example, if we require a proof of right to work or references for this role and you fail to provide us with relevant details, we will not be able to take your application further.

## **7. How we use particularly sensitive personal information**

We will use your particularly sensitive personal information in the following ways:

- We will use information about your disability status to consider whether we need to provide appropriate adjustments during the recruitment process, for example whether adjustments need to be made during a test, interview assessment tool, or assessment exercise.
- We will use health information supplied in a reference to assess whether adjustments may need to be made. Offered candidates for permanent roles are required to complete a health questionnaire which they send directly to our Occupational Health provider who confirms your fitness for the role offered, and any adjustments we might need to consider.

## **8. Information about criminal convictions**

We do not envisage that we will process information about criminal convictions.

## **9. Automated decision-making**

We do not envisage that any decisions will be taken about you using automated means, however we will notify you in writing if this position changes.

## **10. Why might you share my personal information with third parties?**

We will only share your personal information (i.e., your name and email address) with third parties for the purposes of the final selection process. Third party providers such as those providing psychometrics tools are used. Which tool and supplier will be dependent on the role or work you are applying for. You will complete the tool directly with the supplier and Roffey Park will receive a report which is then shared with you. All our third-party service providers and other entities in the group are required to take appropriate security measures to protect your personal information in line with our policies. We do not allow our third-party service providers to use your personal information for their own purposes. We only

permit them to process your personal information for specified purposes and in accordance with our instructions.

## **11. International transfers**

We may transfer your personal information to various jurisdictions to perform our obligations under this Policy and related agreements. The applicable data protection laws of those jurisdictions may differ from the data protection laws of your country and, in some cases, may not be as protective. Whenever we transfer your personal information outside your country of residence, we will ensure a similar degree of protection is afforded to it as the data protection laws of your country.

## **12. Data security**

We have put in place appropriate security measures to prevent your personal information from being accidentally lost, used or accessed in an unauthorised way, altered or disclosed. In addition, we limit access to your personal information to those employees, agents, contractors and other third parties who have a business need-to-know and who are involved in the recruitment process. They will only process your personal information on our instructions and they are subject to a duty of confidentiality. Details of these measures may be obtained from us.

We have put in place procedures to deal with any suspected data security breach and will notify you and any applicable regulator of a suspected breach where we are legally required to do so.

## **13. How long will you use my information for?**

For candidates who are not offered a role or work, we will retain your personal information for six months after we have communicated to you our decision. We retain your personal information for that period so that we can show, in the event of a legal claim, that we have not discriminated against candidates on prohibited grounds and that we have conducted the recruitment exercise in a fair and transparent way. After this period, we will securely destroy your personal information.

For candidates who are offered a role or work, personal information collected through the recruitment process will form part of their personal file, which is held by us for the duration of their working relationship and seven years after our working relationship ceases in the event of a legal claim.

## **14. Your rights in connection with personal information**

Under certain circumstances, by law you have the right to:

- Request access to your personal information (commonly known as a "data subject access request"). This enables you to receive a copy of the personal information we hold about you and to check that we are lawfully processing it.
- Request correction of the personal information that we hold about you. This enables you to have any incomplete or inaccurate information we hold about you corrected.
- Request erasure of your personal information. This enables you to ask us to delete or remove personal information where there is no good reason for us continuing to process it. You also have the right to ask us to delete or remove your personal information where you have exercised your right to object to processing (see below).
- Object to processing of your personal information where we are relying on a legitimate interest (or those of a third party) and there is something about your particular situation which makes you want to object to processing on this ground. You also have the right to object where we are processing your personal information for direct marketing purposes.
- Request the restriction of processing of your personal information. This enables you to ask us to suspend the processing of personal information about you, for example if you want us to establish its accuracy or the reason for processing it.
- Request the transfer of your personal information to another party.

If you want to review, verify, correct or request erasure of your personal information, object to the processing of your personal information, or request that we transfer a copy of your personal information to another party, please email [dataprotection@roffeypark.ac.uk](mailto:dataprotection@roffeypark.ac.uk).

### ***No fee usually required***

You will not have to pay a fee to access your personal information (or to exercise any of the other rights). However, we may charge a reasonable fee if your request for access is clearly unfounded or excessive. Alternatively, we may refuse to comply with the request in such circumstances.

### ***What we may need from you***

We may need to request specific information from you to help us confirm your identity and ensure your right to access the information (or to exercise any of your other rights). This is another appropriate security measure to ensure that personal information is not disclosed to any person who has no right to receive it.

### ***Complaints***

You have the right to make a complaint at any time to a data protection authority about our collection and use of your personal information. For more information, please contact your local data protection authority. The ICO's contact details can be found at [www.ico.org.uk](http://www.ico.org.uk). We would, however, appreciate the chance to deal with your concerns before you approach a data protection authority so please contact us at [dataprotection@roffeypark.ac.uk](mailto:dataprotection@roffeypark.ac.uk) in the first instance.

By applying for a role or work, you acknowledge that you have received a copy of Roffey Park's Privacy Notice for Candidates and have read and understood it.

If you have any questions about this privacy notice, please email [dataprotection@roffeypark.ac.uk](mailto:dataprotection@roffeypark.ac.uk). before you apply for a position.