



Recruitment Privacy Notice

This privacy notice details how personal information is managed for applicants during the recruitment process at GCU. Applicants who become employees at the University will subsequently be covered by the 'Staff Privacy Notice'¹.

All personal information will be treated in accordance with data protection legislation.

Myjobscotland will also process applicants' information. Further details are available in the myjobscotland privacy notice: <https://www.myjobscotland.gov.uk/privacy-and-cookies>

Data Controller

Glasgow Caledonian University (GCU)
Cowcaddens Road
Glasgow
G4 0BA

What information is collected?

Information will be obtained when applicants' input it to the My Job Scotland portal and collected from third parties with applicants' agreement. In order to conduct the recruitment process, we process the following information:

- Contact details, including your name, address, e-mail address, and telephone number(s)
- A description of education, qualifications, work experience and skills
- Responses to specific application questions
- Details of interview assessments
- Details of entitlement to work in the UK
- Equal opportunities monitoring information – for example, ethnic origin, sexual orientation, religion or belief – for the purposes of internal audit, and compliance with the Equality Act 2010, and public sector equality duties
- Any supplementary information, submitted by the individual in support of their application

The university seeks information from third parties, with your consent – e.g. employment and character references.

¹¹ **Staff Privacy Notice:**
<https://www.gcu.ac.uk/dataprotection/staffprivacynotice/>

Will the information be used for any automated decision making?

During the application process, your information may be subject to automated decision making for the purpose of visa requirements and identifying internal applicants.

Not all positions advertised can be sponsored by the University. Where applicants identify that they require sponsorship at the application stage for these positions, a warning message will be displayed to advise that their application cannot be considered on this basis. If they proceed with the application, it will be rejected upon submission.

Where positions are advertised for internal applicants only, any individuals who identify as an 'external applicant' at application stage will also receive a warning message, and their application will be rejected upon submission, if they proceed.

If you would like to challenge the decision, or request human intervention in the process, please see the 'Data Protection Officer' section below, for contact details.

Legal Basis for processing

Processing your personal information is necessary to take steps to potentially enter into a contract with you. If this information is not provided, then we will not be able to process your application for employment.

The University also needs to process data to ensure that it is compliant with specific legal obligations – for example, in ascertaining an individual's entitlement to work in the UK, and in monitoring compliance with the Equality Act 2010.

Who has access to the information?

Your information may be shared within the University, by members of the People Services (HR) team, and others involved in the recruitment process, including the recruiting manager, those shortlisting your application, and the interview panel.

Anonymised recruitment information is also analysed, for the purposes of internal management reporting, and equal opportunities monitoring.

This information will not be transferred outside of the European Union.

How is the information kept securely?

The University has internal policies and controls in place to ensure that your information is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by its employees in the performance of their duties.

Where third parties are engaged to process personal data on the University's behalf, this is on the basis of written instructions, under a duty of confidentiality, and an obligation to implement appropriate technical and organisational measures to ensure the security of the data.

How long is the information kept?

After you have created an account / submitted an application, your account with myjobscotland will be anonymised, by the removal of your personal details, and archived, after five years of inactivity.

Please refer to myjobscotland's privacy statement for further details:

<https://www.myjobscotland.gov.uk/privacy-and-cookies>

As part of the recruitment process, any information held by the University – including candidate applications and contact details – will be retained for a period of 6 months for unsuccessful applicants. Unsuccessful applicants' information will only be held for a longer period, where the University has a legal requirement to hold evidence of the recruitment process – for example, to comply with the 'Resident Labour Market Test' in the appointment of specific migrant workers.

Your rights

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

If you think we are acting unfairly or unlawfully you can object to the way we are using your data. You should contact the University's Data Protection Officer in the first instance, but if you are unhappy with the University's response you can complain to the Information Commissioner's Office: <https://ico.org.uk/concerns/>

Data Protection Officer

Any enquiries relating to data protection should be made to the University's Data Protection Officer (DPO). The Data Protection Officer (DPO), can be contacted by email: dataprotection@gcu.ac.uk

Further Information

<https://www.gcu.ac.uk/dataprotection/>