



Job Applicant Privacy Notice

This privacy notice is for individuals applying for employment at YHEC. It sets out the ways in which YHEC gathers, uses, stores and shares your data. It also sets out how long we keep your data and what rights you have in relation to your data under the General Data Protection Regulation (GDPR).

For the purposes of this privacy notice, YHEC is the Data Controller as defined in the General Data Protection Regulation. We are registered with the Information Commissioner's Office and [our entry can be found here](#). Our registration number is: Z6136867.

1. WHERE DO WE GET YOUR DATA FROM?

YHEC collects information about you in a variety of ways. This includes:

- Information collected through application forms, CVs and other documents provided as part of an application
- Information collected through any correspondence with you during the application process
- From forms completed by you during the application or selection process (such as expenses claim forms)
- Through interviews, meetings or other assessments
- From information provided to us by third parties, such as referees

2. WHAT DATA DO WE HAVE?

[Personal data](#) including:

- Your name, address and contact details, including email address and telephone number
- Details of your qualifications, skills, experience and employment history, including start and end dates, with previous employers and with the organisation
- Details of your bank account, if you claim expenses in relation to an interview
- Information about your entitlement to work in the UK
- Information about your criminal record, if you are required to provide it
- Information about medical or health conditions, if you have a disability for which we need to make reasonable adjustments to the application and selection process
- [Special category data](#) including information about disability and health

3. WHAT IS OUR LEGAL BASIS FOR PROCESSING YOUR DATA?

YHEC needs to process personal data during the recruitment process and keep records of that process. Processing data from job applicants allows YHEC to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. YHEC may also need to process data from job applicants to respond to and defend against legal claims.

Typically, data will be processed:

- On the grounds of contractual requirement or to take steps to enter into a contract with you e.g. to offer you employment at YHEC
- Because it is necessary for our or a third party's legitimate interests
- To allow us to comply with our legal obligations
- To protect your or another person's vital interests
- Because it is necessary for the performance of a task carried out in the University of York's public interest (for information on our public task see our function as set out in The University's charter)

4. HOW DO WE USE YOUR DATA?

YHEC may process your personal data (including special category data) for the following purposes:

- i. To operate recruitment and selection processes
- ii. To form the basis of a personnel file, should you be offered employment at the university
- iii. To enable effective communication with you as a job applicant
- iv. To ensure effective general HR and business administration, including the analysis of applicant numbers and trends to improve our administrative processes
- v. To respond to and defend against legal claims

5. WHO DO WE SHARE YOUR DATA WITH?

YHEC may share your data with:

- Employees of YHEC, for the purpose of assessing your application
- Previous employers, individual referees and external peers, to obtain references

6. HOW DO WE KEEP YOUR DATA SECURE?

As part of the University of York, YHEC takes information security extremely seriously and adheres to the University of York Information Security Policy. YHEC has implemented appropriate technical and organisational measures to protect personal data and special category data. Access to information is restricted on a need-to-know basis and security arrangements are regularly reviewed to ensure their continued suitability. For further information see, <https://www.york.ac.uk/it-services/security/>.

7. HOW DO WE TRANSFER YOUR DATA SAFELY INTERNATIONALLY?

Your data will not be transferred outside the European Economic Area.

8. HOW LONG WILL WE KEEP YOUR DATA?

YHEC will keep your application for one year after the closing date of the job. At the end of that period, any personal data is deleted.

Paperwork created during the application process, such as shortlisting and interview notes, are destroyed one year after the end of the recruitment process.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new privacy notice.

9. WHAT RIGHTS DO YOU HAVE IN RELATION TO YOUR DATA?

Under the General Data Protection Regulation, you have a right of access to your data, a right to rectification, erasure (in certain circumstances), restriction, objection or portability (in certain circumstances). You also have a right to withdraw consent. If you would like to exercise any of these rights, please contact us at yhec@york.ac.uk. For all other requests, see <https://www.york.ac.uk/records-management/generaldataprotectionregulation/individualsrights/>.

10. QUESTIONS OR CONCERNS

If you have any questions about this privacy notice or concerns about how your data is being processed, please contact the University's Data Protection Officer at dataprotection@york.ac.uk. You may also contact YHEC by emailing yhec@york.ac.uk outlining your question or concern and this will be passed to the YHEC IG lead.

11. RIGHT TO COMPLAIN

If you are unhappy with the way in which YHEC has handled your personal data, you have a right to complain to the Information Commissioner's Office. For information on reporting a concern to the Information Commissioner's Office, see www.ico.org.uk/concerns.