

Privacy Notice – Recruitment

The Data Controller of the information being collected is: **The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.**

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Recruitment - Administration of UHI's job application process, including selection and onboarding new staff. To facilitate a fair and transparent recruitment process that meets our obligations under the Equality Act 2010.

Your information will be used for the following purposes:

Purpose 1: Administering job applications	Receiving and processing job applications, including: <ol style="list-style-type: none"> 1. Initial assessment of applications 2. Selection for each phase of the application/recruitment process 3. Arrangements for interview
Purpose 2: Selection to offer process	This process continues where purpose 1 ends, and includes: <ol style="list-style-type: none"> 1. Selection of preferred candidate 2. Offer of employment
Purpose 3: Onboarding and induction (includes purpose 5)	This process continues where purpose 2 ends, and includes: <ol style="list-style-type: none"> 1. Administration of hiring, including collecting further details for HR and finance records (ID checks and bank details for payment) 2. Undertaking any relevant assessments (may involve UHI's occupation health service) and making any accessibility changes. 3. All relevant checks (see purpose 5)
Purpose 4: Administration of agency workers (may include purpose 5)	Receiving and processing candidate information from employment agency, including: <ol style="list-style-type: none"> 1. Initial assessment of candidates, as provided by the agency 2. Selection for each phase of the application/recruitment process 3. Arrangements for interview (may be informal, or may not take place) 4. Administration of hiring <p>All of these processes may involve your data being shared between UHI and the relevant employment agency</p>
Purpose 5: Relevant ID, PVG/disclosure, and right to work checks	Undertaking all necessary checks on employees or agency workers. <ol style="list-style-type: none"> 1. All jobs require ID and right to work checks. 2. Some jobs require PVG and/or enhanced disclosure checks (you will be advised in the job advert). 3. Some positions may require additional checks – these will be detailed in the job advert

Our legal reasons for using the data are:

Purpose	Lawful basis for processing
Purpose 1: Administering job applications	<p>Contract – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant employment contract.</p> <p>Legal obligation – to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010.</p>
Purpose 2: Selection to offer process	<p>Contract – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant employment contract.</p>
Purpose 3: Onboarding and induction	<p>Contract – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant employment contract.</p>
Purpose 4: Administration of agency workers	<p>Contract – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant agency work contract.</p>
Purpose 5: Relevant ID, PVG/disclosure, and right to work checks	<p>Contract – the processing is necessary for the performance of a contract, or to take steps to enter a contract at your request. That contract being the relevant agency work contract.</p> <p>Legal obligation – to undertake relevant regulatory checks on identity of applicants and staff, PVG or Disclosure checks (you will be informed in the job advert if this is necessary) and right to work checks.</p>

The data we use includes special category (sensitive) data. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:

Purpose	Lawful basis for processing
Purpose 1: Administering job applications	<p>Data processed: Equality monitoring information (Racial or ethnic origin, religion/beliefs, health data, sexual orientation). You are not required to provide this information.</p> <p>Basis: Legal obligation (social protection and employment) – to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010.</p>
Purpose 3: Onboarding and induction (includes purpose 5)	<p>Data processed: Accessibility information (may include health information). We may process accessibility or health information about you to make sure your working environment and responsibilities are suitable for you. This process may involve referral to UHI’s occupational health service.</p>

<p>Purpose 4: Administration of agency workers (may include purpose 5)</p>	<p>Basis: Legal obligation (social protection and employment) – to monitor and enhance equality of opportunity and treatment and ensure the job application process is fair and equitable in line with the Equality Act 2010.</p>
<p>Purpose 5: Relevant ID, PVG/disclosure, and right to work checks</p>	<p>Data processed: PVG/disclosure, and right to work checks (these checks may involve processing personal data relating to criminal convictions and offences or related security measures). You will be informed in the job advert what checks are necessary.</p> <p>Basis 1: Processing required by an enactment and (Basis 2) Protecting the public. Checks will only be undertaken when they are required by law and are in the public interest (Protection of Vulnerable Groups Act, Immigration Act etc).</p>

Your data will, or may, be shared with the following recipients or categories of recipient:

Referees / references

If you provide a referee for a reference, we may contact your referee asking for a reference relating to your work history. UHI may also check your credentials with relevant bodies such as professional regulatory bodies or educational establishments.

Relevant agencies for PVG/disclosure, and right to work checks

Some checks have to be undertaken, administered, recorded or verified by external bodies such as Disclosure Scotland, Disclosure and Barring Service, or the UK Visa and Immigration Service.

External members of selection panels

Your application data may be shared with external members sitting on the selection panel. These members will be invited by the university to sit on the panel due to their expertise and relationship with the university.

EU funded posts only

Anonymised assessment data will be shared with the relevant EU funding body, our EU funding partners and auditors. More information about these bodies is available from the relevant recruiting manager. You will be advised in the job advert if the post is an EU funded post.

UHI's recruitment tracking system provider and HR system provider

Your data will be stored in the relevant UHI systems. These systems are provided and maintained by external companies under contract to UHI. Applicant data will be stored in UHI's recruitment tracking system (provided by WCN Oleeo). Data of staff will be held in UHI's HR system (provided by MoorePay).

Your data will be retained for the following length of time:

Two years from end of selection process to allow you to access and re-use your data for future applications and to allow us to respond to statutory reporting requests.

If you are a successful candidate and accept a position at UHI your data will be held for longer, please see the UHI staff privacy notice, or contact your recruiting manager.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.