

## University Commercial Services Plymouth Limited – Applicant Privacy notice

### Staff Applicant – Terms and Conditions of Use

#### 1. Introduction

We know that you care about your personal data and how it is used, and we want you to trust that University Commercial Services (“UCSP”) uses your personal data carefully and is committed to protecting your personal and sensitive personal data. These staff applicant Terms and Conditions of Use are applicable to all registered users of this system, including applicants and those registered as potential applicants. UCSP is supported by teams within its parent company, The University of Plymouth, who provide it with certain support services. These teams include the Human Resources Department, Finance Department and other key areas who legitimately have access to and process data on behalf of UCSP to carry out essential functions.

Our privacy statement explains what types of personal information will be gathered and how this information will be used. In this statement “UCSP”, “us”, “our” and “we” means University Commercial Services Plymouth Limited. “The University” means the University of Plymouth.

UCSP is committed to protecting your personal and sensitive personal data, working in accordance with current data protection legislation. We are registered as a data controller with the Information Commissioner’s Office under registration number ZA053299. UCSP will process your personal data in accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 and this privacy notice is issued in accordance with the GDPR articles 13 and 14.

UCSP’s Data Protection Officer is responsible for monitoring this privacy notice who can be contacted by email: [sarah.cain@plymouth.ac.uk](mailto:sarah.cain@plymouth.ac.uk).

We have tried to keep this Notice as simple as possible, but if you are not familiar with terms, such as cookies, IP addresses, and browsers, then please read about these key terms first.

If your application is successful and you are employed by UCSP, your data will be transferred to the University of Plymouth’s HR systems. Our Staff Privacy Notice explains how staff personal data is processed.

#### 2. Why do we collect your data?

##### Registration:

In order to apply for a vacancy using this service, you are required to register your details and confirm that you agree to these Terms and Conditions, which include a link to UCSP’s Privacy Statement. Registered users of the system may create, maintain and submit applications for specific vacancies at University Commercial Services Plymouth Ltd.

Limited information is required to register with the staff applicant service, such as email address and first and last names. To proceed to apply for vacancies and in order that UCSP can consider your application, you will be asked to provide additional personal information, some within the equality and diversity monitoring form and some of which may depend on the vacancy you are applying for.

#### 3. What type of data do we collect?

Generally, the following are examples of personal data (not exhaustive) which may be collected, stored and used:

- Your name, address, date of birth and contact details, including email address, home address and telephone numbers.
- Gender
- Recruitment information (including copies of right to work documentation, references and other information included in an application form, CV or cover letter or as part of the application process)
- Information about your health, including any medical condition, health and sickness records, ethnic origin and disability information
- Information about criminal convictions and offences (where appropriate)
- Assessment/interview notes detailing a candidate's suitability for the role applied for, including references

Note, any special category data collected at application stage will be held on a strictly confidential basis, separate from the rest of your application and will not be used as part of the selection process. These will be held in compliance with GDPR and only discussed with the selection panel where it is relevant to the post you have been offered.

All information required is clearly identified throughout the online application form.

#### **4. How do we use your data?**

The information contained in any submitted applications will be used in the administration of the recruitment and selection procedure, specifically:

- Short-listing
- Invite to interview
- Interview assessment
- Contract offer / references if successful (please refer to staff privacy notice) i.e. short-listing etc

The information provided to register online as an applicant will not be accessible to anyone and will be retained for the sole purpose of enabling you to apply for a vacancy in the future, until you have submitted an application.

You can delete any un-submitted applications at any point. Your registered email address will only be used to contact you with important information regarding the application process.

The University reserves the right to review registration records created in the staff applicant system and periodically delete those records where no application has been made. Where this applies, you will be required to register again to use the service.

#### **PLEASE NOTE:**

The information collected in the equality and diversity monitoring form does not form part of the assessment. It will not be shared outside of the system and is used solely to monitor the effectiveness of the University of Plymouth's equality and diversity policy.

#### **What is the lawful basis for processing personal data?**

UCSP processes potential applicants and applicants' data for the above purposes under the following conditions:

- Where consent has been provided
- In order for UCSP to fulfil its obligations to take steps prior to entering into a contract of employment

- Where UCSP needs to comply with a legal obligation (for example, the detection or prevention of crime and financial regulations)
- Where it is necessary for UCSP's legitimate interests (or those of a third party) and the interests and fundamental rights of the member of staff do not override those interests
- To protect the vital interests of the member of staff or of another person (for example, in the case of a medical emergency)
- In order to perform a task carried out in the public interest

UCSP will only process special category data with the member of staff's explicit consent or under the following conditions:

- For the purposes of the member of staff and/or UCSP carrying out its obligations in the field of employment providing appropriate safeguards are in place to protect the individual's fundamental rights and interests;
- For the establishment, exercise or defence of legal claims;
- When it is needed to protect the member of staff or another person's vital interests and the member of staff is not capable of giving your consent (for example, in an emergency);
- For reasons of substantial public interest; or
- Archiving purposes in the public interest, scientific or historical research purposes or statistical purposes.

If your consent is required for any specific use of your personal data, it will be collected at the appropriate time.

## 5. Who has access to your data?

Your information is held securely by Human Resources, the University of Plymouth within its database and is carefully controlled with no access being granted externally to organisations (other than UCSP) or individuals other than those acting in a capacity as agents for the University, or where an external body is party to the recruitment process. The University ensures that agents working on its behalf comply with GDPR and other applicable legislation.

Internally your data will only be shared with staff who require it in order to consider and / or process your application, specifically the HR team, Recruiting manager, the selection panel and relevant administrative support.

We take your privacy and the security of your data seriously and requests for access to your data are only approved if there is a legitimate reason which is covered by the relevant lawful basis. If your consent is required that would be collected in advance of your information being shared.

The University will disclose certain personal detail to external bodies for the legitimate interests of UCSP or of third parties as detailed below.

<b>Disclosure to</b>	<b>Details and legitimate grounds for processing data</b>
<b>Disclosure and Barring Service and First Advantage Group acting as an umbrella body on behalf of the University</b>	To ensure applicants' suitability for particular positions of trust where clearance is required.
<b>UK Visas and Immigration</b>	To meet obligations as a sponsor licence holder.

<b>Third party software suppliers</b>	Where external computer systems are used, for example, the iTrent HR/Payroll system, there may be occasions where access is granted to ensure operational management. A formal agreement will be entered into by third parties and UCSP to protect employee data.
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## 6. How long do we keep your data?

Applications will be kept on the system for the year in which you apply plus one full year. The University, on behalf of UCSP may retain your information for longer when required to do so to comply with UK employment and immigration regulations, for example your personal information will be kept as long as necessary for the purpose(s) for which it was collected in line with the University of Plymouth's [Records Retention Schedule](#) and will be securely destroyed when no longer required.

## 7. Declaration by Applicants

When you submit an application to UCSP via the staff applicant Service, you are confirming that you agree to these Terms and Conditions of Use, including the following declaration:

- I declare that the information given in this application is, to the best of my knowledge, complete and correct
- I understand that any appointment offered will be subject to UCSP regulations
- I understand that this information will be stored and used in accordance with UCSP's [applicant privacy notice](#) and the University data retention schedule.

Please note that the information you have provided will automatically be entered into a computerised record system. Records are maintained in accordance with the requirements of the data protection legislation. The information is used to progress your job application and is also used for statistical analysis, and to monitor the effectiveness of the University of Plymouth's Equality & Diversity and recruitment policies (see [applicant privacy notice](#)). If you wish to exercise any of your rights under the data protection legislation please contact [sarah.cain@plymouth.ac.uk](mailto:sarah.cain@plymouth.ac.uk).

Please check the box below to confirm you agree to this declaration and understand how your information will be used.

I accept and agree to the above statement.

## 8. What rights do I have?

As a data subject you have a number of rights in relation to your personal data. You can:

- access and obtain a copy of your data on request
- require the University/UCSP to amend incorrect or incomplete data
- require the University/UCSP to stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the University/UCSP is relying on its legitimate interests as the legal ground for processing
- require us to erase your personal data
- require us to restrict our data processing activities (and, where our processing is based on your consent, you may withdraw that consent, without affecting the lawfulness of our processing based on consent before its withdrawal)
- receive from us the personal data we hold about you which you have provided to us, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another data controller.

Please note that the above rights are not absolute and the University/UCSP may be entitled to refuse requests where exceptions apply. The University/UCSP also reserves the right to modify, edit, delete and suspend temporary or permanently the service at any time.

If you wish to exercise any of these rights or if you have a complaint about the way you believe your data is being processed, in the first instance, The Operational Director [sarah.cain@plymouth.ac.uk](mailto:sarah.cain@plymouth.ac.uk) or alternatively contact [dpo@plymouth.ac.uk](mailto:dpo@plymouth.ac.uk).

If you have a complaint and you remain dissatisfied with how your complaint has been dealt with, you can take your complaint to the Information Commissioner's Office (ICO) for a review. They can be contacted at [casework@ico.org.uk](mailto:casework@ico.org.uk)

## 9. Reminder of individual's responsibility

Individuals also have a responsibility for the security of their data. **Please remember the University/UCSP will never ask you to share your username and password and nor should you share them with anyone else.** University policy and guidance on information security can be found at the [link](#)

## 10. Changes to this notice

This privacy notice is reviewed annually or when required to ensure compliance with data protection legislation. If significant changes are made to this notice and the way, we treat your personal information we will make this clear and may seek to communicate this directly to you.