

Applicant Fair Processing Statement (Privacy Notice)

We know that you care about your personal data and how it is used, and we want you to trust that the University of South Wales and its subsidiary companies (for the purposes of this document referred to as USW Group) 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.

Our privacy statement explains what types of personal information will be gathered and how this information will be used. In this statement “USW Group”, “us”, “our” and “we” means University of South Wales and the University’s subsidiary Companies of Professional and Support Services Limited, Merthyr Tydfil College and Royal Welsh College of Music and Drama.

The USW Group 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 Z6472800 for the University of South Wales, Z9702162 for Royal Welsh College of Music and Drama, Z2091473 for Merthyr Tydfil College and ZB013039 for Professional and Support Services Limited.

Your employing organisation is detailed on the Job Description of the vacancy you are applying for.

We are committed to protecting the rights of applicants in line with the Data Protection Act 2018 and the UK General Data Protection Regulation (UK GDPR). This privacy notice provides detail of the use we make of personal data when recruiting staff for employment.

The University has appointed a Data Protection Officer who can be contacted through dataprotection@southwales.ac.uk.

What information we collect?

We collect a range of information during the recruitment process including:

- Contact details including name, address, and telephone numbers.
- Details of qualifications, skills, experience, training, employment history and remuneration.
- Information about your entitlement to work in the UK (The University will require to take a copy of a passport at the interview stage to expedite the recruitment process – copies of documents provide by unsuccessful candidates will be destroyed immediately)
- Any disability information to enable the University to make reasonable adjustments during the recruitment process.
- Equal opportunity monitoring information, including information around an applicant’s age, gender, ethnic origin, gender reassignment, sexual orientation, marital status, religious beliefs, and disability. Special category information will not be shared with the recruitment panel and will only be used for monitoring purposes.

- Information disclosed during the interview or assessment processes.
- Information provided by referees

Why we collect this information?

Personal data is processed as part of our recruitment activities to identify suitability for the advertised role and to check an applicant's eligibility to work in the UK.

We may need to process information during the recruitment process to respond to and defend against legal claims.

For equality monitoring purposes, we process other special categories of data in relation to protected characteristics defined under the Equalities Act 2010.

We process health information if we need to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out our obligations and exercise specific rights in relation to employment.

What is our legal basis for processing?

Personal data is processed as it is necessary for a contract or to take specific steps prior to entering a contract with prospective employees.

Personal data of applicants is processed as we have a legitimate interest during the recruitment process.

Personal data is processed to ensure that we comply with our legal obligations.

Information relating to reasonable adjustments are processed to ensure that we carry out our obligations and exercises specific rights in relation to employment.

Special category data is processed for purposes relating to equal opportunities monitoring.

Where information relating to criminal convictions is processed as it is necessary to enable us to exercise specific rights in relation to employment.

Who are the recipients or categories of recipients?

Personal data is used internally for the purpose of the recruitment process.

Information is not routinely shared with third parties; however, references will be obtained from individuals as part of pre-employment checks conducted. Where appropriate, the University and its subsidiaries will contact the Disclosure and Barring Service to obtain necessary criminal records checks.

In certain circumstances we may use the services of a third party to undertake a task on its behalf. Where this is necessary the information will only be provided for the purposes of carrying out a task and will be undertaken under contract.

If the position for which we are recruiting is jointly funded, then relevant information will be shared with the partner organisation.

Any transfers to third countries and the safeguards in place

The USW Group may transfer personal data outside the European Union. Whenever personal data is transferred in this manner, we ensure that there is a similar degree of protection afforded to it by ensuring at least one of the following safeguards:

- Countries that have been deemed to provide an adequate level of protection for personal data by the United Kingdom.
- Where there is a legally binding agreement between public authorities or bodies.
- Where, we have appropriate safeguards in place such as Standard Contractual Clauses.

The retention period for the data

Information relating to successful applications will be transferred to the central Human Resources record and retained for the duration of their employment and for a further 6 years after employment has ended.

Data of unsuccessful applicants will only be held for 8 months post completion of the recruitment process.

Individual rights

If the individual has provided consent for us to process personal data, then they also have a right to withdraw that consent through - dataprotection@southwales.ac.uk.

Individuals have a right to access, to object to the processing, to rectify, to erase, to restrict and to port their personal information.

Further information is available from the University Data Protection webpages in relation to individual rights

Any requests or objections should be made in writing to the Data Protection Officer:

University Secretary's Office,
University of South Wales
Pontypridd,
CF37 1DL
Email: dataprotection@southwales.ac.uk

Security of data

Data Protection legislation requires us to keep information secure. This means that confidentiality will be respected, and all appropriate measures will be taken to prevent unauthorised access and disclosure. Only members of staff who need access to relevant parts, or all information will be authorised to do so. Information held in electronic form will be subject to password and other security restrictions, while paper files will be stored in secure areas with controlled access.

That the individual can complain to the ICO

Individuals who are unhappy with the way in which their personal data has been processed may, in the first instance, contact the University Data Protection Officer using the contact details above.

If they remain dissatisfied, then they may contact the Information Commissioner directly at: -

Information Commissioner's Office,
Wycliffe House,
Water Lane,
Wilmslow,
Cheshire,
SK9 5AF
www.ico.org.uk