

Data controller: Shetland UHI, Gremista, Lerwick, Shetland ZE1 0PX.

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

As part of any recruitment process, Shetland UHI collects and processes personal data relating to job applicants. Shetland UHI is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations.

What information does Shetland UHI collect?

Shetland UHI collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number;
- details of your qualifications, skills, experience and employment history;
- information about your current level of remuneration, including benefit entitlements;
- whether or not you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process;
- information about your entitlement to work in the UK; and
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health and religion or belief.

The organisation may collect this information in a variety of ways. For example, data might be contained in application forms, obtained from your passport or other identity documents, or collected through interviews.

The organisation may also collect personal data about you from third parties, such as references supplied by former employers, information from employment background check providers and information from criminal records checks.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does Shetland UHI process personal data?

Shetland UHI needs to process data to take steps, at your request, prior to entering into a contract with you. It may also need to process your data to enter into a contract with you. In some cases, Shetland UHI needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

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Shetland UHI has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows Shetland UHI to manage the recruitment process, assess and confirm a candidate's suitability for employment and decide to whom to offer a job. Shetland UHI may also need to process data from job applicants to respond to and defend against legal claims.

Shetland UHI may process information about whether or not applicants are disabled to make reasonable adjustments for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where Shetland UHI processes other special categories of data, such as information about ethnic origin, sexual orientation, health or religion or belief, this is for equal opportunities monitoring purposes.

For some roles, Shetland UHI is obliged to seek information about criminal convictions and offences. Where Shetland UHI seeks this information, it does so because it is necessary for it to carry out its obligations and exercise specific rights in relation to employment.

The organisation will not use your data for any purpose other than the recruitment exercise for which you have applied.

Who has access to data?

Your information may be shared internally for the purposes of the recruitment exercise. This includes members of the HR and recruitment team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

Shetland UHI will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. Shetland UHI will then share your data with former employers to obtain references for you, employment background check providers to obtain necessary background checks and the Disclosure and Barring Service to obtain necessary criminal records checks.

Shetland UHI will not transfer your data outside the European Economic Area.

How does Shetland UHI protect data?

Shetland UHI takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

For how long does Shetland UHI keep data?

If your application for employment is unsuccessful, Shetland UHI will hold your data on file for no longer than six months after the end of the relevant recruitment process. At the end of that period your data is deleted or destroyed.

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.

Your

rights:

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request;
- require the Trust to change incorrect or incomplete data;
- require the Trust to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing; and
- object to the processing of your data where the Trust is relying on its legitimate interests as the legal ground for processing.

If you believe that Shetland UHI has not complied with your data protection rights, you can complain to the Information Commissioner.

If you would like to exercise any of these rights, please contact:

Data Protection Officer dataprotectionofficer@uhi.ac.uk

The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to Shetland UHI during the recruitment process. However, if you do not provide the information, Shetland UHI may not be able to process your application properly or at all.