



## **JOB APPLICANT PRIVACY NOTICE**

### **1. St George's, University of London**

1.1. St George's, University of London is the data controller of the personal data that you provide us with. The University is committed to ensuring that your information is processed in line with the requirements of General Data Protection Regulation (GDPR).

### **2. Online Recruitment system: what information we collect from you**

2.1. The University's recruitment system collects and stores personal information that you submit for the purpose of processing and considering your job application. Personal information provided to the University is typically entered from the recruitment application pages on the recruitment site and includes:

- Personal information such as names and addresses, national insurance number.
- Academic qualifications, language test results where required.
- Employment history, names and contact details of employment referees.

2.2. The information provided is in most cases mandatory to enable the University to consider and process your application for employment, and thereafter, over the course of your employment. We also collate optional information which are deemed as special categories of personal information including:

- protected characteristics such as disability, gender, ethnic group.

Special categories of information are optional and support the University to meet all statutory obligations on equal opportunities and other external reporting requirements.

2.3. The University recruitment system uses personal authentication to enable access and retrieves and stores information automatically whenever you access the website, to support the navigational experience. This information includes:

- your uniform resource locator or URL

- your IP (internet protocol) address
- your domain
- details of your internet browser
- cookies.

### **3. Online Recruitment system: how information is stored and processed.**

3.1. Personal information collected to administer the recruitment process will be made available to members of staff at the University who are involved in administering and conducting the recruitment process, and to you as an applicant for any future application.

3.2. St George's, University of London use managed software services for its electronic staff records. Stonefish is the software provider which provides a hosted recruitment system located in the UK.

### **4. Online Recruitment system: how long we keep your information for**

4.1. The personal data you provide as part of the recruitment process will only be held and processed for the purpose of our selection processes and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained only for as long as is permitted by UK legislation and then destroyed. In the event of your application resulting in the offer and your acceptance of a position at the University, your personal information will be held in the University's personal record for you. As a member of staff, the University's staff privacy notice explains how your data is maintained in this format.

### **5. What your rights are**

5.1. You have a right to request access to your personal data, to object to the processing of your personal data, to rectify errors or omissions, to erase out of date or irrelevant information, and to restrict and port your personal data. To request a copy of the personal data we hold for you please contact the Data Protection Officer via [dataprotection@sgul.ac.uk](mailto:dataprotection@sgul.ac.uk).

### **6. How to contact us**

6.1. The University's Data Protection Officer can be contacted at:

Email: [dataprotection@sgul.ac.uk](mailto:dataprotection@sgul.ac.uk)

Tel: 020 8725 0668

Address: Data Protection Officer, Information Services, St George's University of London, Cranmer Terrace, LONDON SW17 0RE.

## 7. How to make a complaint

7.1. If you are unhappy with the way in which your personal data is being processed you may, in the first instance, lodge a complaint with the Data Protection Officer.

7.2. If you continue to have concerns thereafter you have the right to contact the Information Commissioner for a decision. The Information Commissioner can be contacted as below:

Helpline: 0303 123 1113

Website: <https://ico.org.uk/for-the-public/raising-concerns/>

## 8. Cookies

8.1. Cookies are used on the recruitment website to allow access to authenticated areas of the website (eg applying for a vacancy), for storing individual user preferences, and for gathering analytical visitor data. For more information please visit the [Cookies information page](#).

## 9. Processing your Personal Information

9.1. By reading St George's, University of London job applicant privacy notice and by submitting an application you hereby provide your explicit agreement to allow St George's, University of London, to collate and process your personal information in accordance with St George's Data Protection Policy.