



RECRUITMENT PRIVACY NOTICE

St George's University of London

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 UK Data Protection Legislation.

Online Recruitment system: what information we collect from you

The University's recruitment system (jobs.sgul.ac.uk) 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 this 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

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 supports the University to meet all statutory obligations on equal opportunities and other external reporting requirements.

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

Online Recruitment system: How is information stored and processed

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.

In paper, personal information is stored in secure rolling racked filing cabinets on our campus. St George's University of London also use managed software services for its electronic staff records. Stonefish is the software provider which provides hosted recruitment system located in the UK.

Online Recruitment system: How long we keep your information for

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.

What your rights are

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.

How to contact us

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

Email: 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

How to make a complaint

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.

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/>