

Recruitment Data Privacy Statement

Please read through this policy and indicate you understand the process at the bottom before commencing with your application.

In order to operate the University of Portsmouth online recruitment system, we need to collect and store your personal information - the information you provide via this recruitment website.

The University is the data controller (as defined in the General Data Protection Regulation) for the personal data that you submit in your application. The following information explains what we will do with your data. If you have any questions about the processing of your data please contact HRrecruitment@port.ac.uk in the first place, or the University's Data Protection Officer at data-protection@port.ac.uk .

By submitting your personal information, you are giving the University your consent to hold and use it in accordance with this policy and the purposes of processing. Any changes we need to make to this policy in the future will be published on this page.

Contents:

1. How we handle the data that is submitted by you
2. Information that we collect from you and your use of this website
3. How to contact us
4. Data Protection Statement

1. How we handle the data that is submitted by you

The online recruitment system is provided and hosted by the University and its third party supplier EngageATS (<http://www.engage-ats.com>). EngageATS complies with the University's data security policy and will not share your data with anyone other than the University.

When you *apply for a post via the online recruitment system* (<https://port.engageats.co.uk>) you *will* be asked to provide certain information yourself, including your name, contact details, date of birth, education and qualifications, and job history. Some of the information we need is mandatory in order for the University to consider an application for a vacancy or to meet its statutory monitoring and reporting responsibilities. However, where indicated, some of the information is optional and you can choose not to disclose it. If you add information into an optional field, we will use it for recruitment equality monitoring purposes only, unless otherwise stated in the table below. (For further information on when the University is allowed to process personal data under GDPR please click on the following link: [Corporate Governance](#))

Your application will be received by staff within the University's HR department and forwarded to members of the interview panel for the post being advertised for initial selection for interview and then for use during the interview itself.

1.2 Cookies

Please note, when you apply for a job, login to your candidate homepage or register for email alerts you are entering the web site of *EngageATS*. *Cookies are small files of letters and numbers that are put on your computer (or other device) when you access a web site, and each time you visit the website your data and new cookies will be saved.*

The University of Portsmouth is not responsible for the cookies set on these pages by the third party supplier, *but EngageATS requires the use of “cookies” for:*

Authentication purposes - identifying you when you sign in to our website

Saving your preferences - to remember the way you like to view the website

You can delete cookies after you log out of the webpages - you will need to access the security settings in your browser and find the ‘delete cookies’ function.

2.0 Information that we collect from you and your use of this website

Your personal data is collected to facilitate our recruitment process and used for anonymised reporting purposes. The recruitment process includes checking any details you supply and statutory duties concerned with monitoring and reporting.

If you make an application, your data will be stored in the HR system and will be retained (in accordance with the University’s retention schedule) so that you can ‘re-use’ it as part of any future job application.

The online recruitment system will store data for core permanent and fixed term roles for 12 months from the final point of the recruitment process, which is triggered at ‘*Recruitment complete- Core*’. For Casual/PTHP roles the data will be stored for 18 months from the final point of the recruitment process which is triggered at ‘*Recruitment finished - Bank*’. Casual and PTHP roles (applicants appointed to the bank have data held for up to 18 months to allow departments to employ them. If no work has been offered, the data will be cleared at 18 months. If they have been offered work, the data will be transferred to the HR system, which will trigger the University employment retention period).

Please note you are able to withdraw your application at any point. Your information will not be able to be seen by anyone other than HR for reporting purposes only. If you wish to have your data deleted please select ‘Contact Us - Technical query’ (which will be received by EngageATS) requesting your data to be deleted.

If your application is successful, resulting in a job offer and you accept the position, your personal information will be sent to and held in the University’s HR system and personnel files as per the [University’s retention schedule](#).

2.1 Application form data - Processing purposes broken down by section

Section of Application Form	Reasons for Holding Personal or Sensitive Data
<p>Personal Details Including name, contact details and national insurance number.</p>	<p><i>Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</i></p>
<p>Other Information Including nationality and right to work information.</p>	<p><i>Processing is necessary for compliance with a legal obligation to which the controller is subject.</i></p>
<p>Education Details Name of institutions and dates of enrolments.</p>	<p><i>Processing is necessary for the purposes of the legitimate interests pursued by a controller. These details are collected to allow the recruiting panel to identify whether the applicant has the correct level of education required for the role.</i></p>
<p>Employment Details Name and address of employers, posts held and dates of service.</p>	<p><i>Processing is necessary for the purposes of the legitimate interests pursued by a controller. These details are collected to allow the recruiting panel to identify whether the applicant has the relevant skills and experience for the role.</i></p>
<p>Training and Membership Class of membership, name of institution and admission date.</p>	<p><i>Processing is necessary for the purposes of the legitimate interests pursued by a controller. These details are collected to allow the recruiting panel to identify whether the applicant has relevant professional memberships required for the role.</i></p>
<p>Reasons for Applying List of publications and grants.</p>	<p><i>Processing is necessary for the purposes of the legitimate interests pursued by a controller.</i></p>
<p>References Referee names and contact details.</p>	<p><i>Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract</i></p>
<p>Recruitment Equality Monitoring Date of birth, sex, disability, ethnicity, legal or dual nationality, sexual orientation and religion.</p>	<p><i>Processing is necessary for compliance with a legal obligation to which the controller is subject.</i></p>
<p>Declaration Indication of criminal conviction.</p>	<p><i>Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract.</i></p>

2.2 UKVI Compliance with sponsoring a worker.

In order to comply with Appendix D (Government guidance on record keeping for sponsored workers) when the outcome of a recruitment process results in sponsoring a migrant worker, all documentation including shortlisted applications 'must be kept for whichever is the shorter period of either: one year from the date you end your sponsorship of the migrant or if the migrant is no longer sponsored by you, or the point at which a compliance officer has examined and approved them.'

2.3 If you wish to withdraw your application

If you wish to withdraw your application before it is complete, you can do so by withdrawing your application at any stage, they will remain at the withdrawn application stage. As soon as you have been at any application stage, (including withdrawn) for longer than the retention period, then your application will be deleted.

If you wish to withdraw your application after it is complete (unsuccessful application), you can do so by withdrawing your application at any stage, they will remain at the withdrawn application stage. As soon as you have been at any application stage, (including withdrawn) for longer than the retention period, then your application will be deleted.

If you want to update or correct your application details before the closing date of the vacancy, this can be done by selecting 'Contact Us - application query'.

Contact the supplier's website for further details.

Note: Articles 12 to 23 of the GDPR cover the specific rights of the data subject

3.0 How to contact us

For any queries you may have in connection with this privacy statement, please contact us via email at HRrecruitment@port.ac.uk

4.0 Data Protection Statement:

The personal data you provide in your application and as part of the recruitment process, will only be held and processed for the purpose of the selection processes of the University of Portsmouth and in connection with any subsequent employment or placement, unless otherwise indicated. Your data will be retained *in line with* the University's Retention Schedule available [here](#) and then destroyed.

By submitting your personal data and application, you:

- (1) declare that you have read, understood and accepted the statements set out in this data protection clause;
- (2) are declaring that the information given in the application is complete and true to the best of your knowledge, and understand that deliberate omissions and incorrect statements could lead to your application being rejected or to your dismissal;
- (3) understand how the University will use your data; and
- (4) are authorising the University of Portsmouth to verify or have verified on their behalf all statements contained in this application and to make any necessary reference checks.