

UNIVERSITY OF THE  
WEST of SCOTLAND

UWS

**HR  
APPLICANT  
PRIVACY  
NOTICE**

2022



# Privacy Notice

The University is committed to looking after any information that you make available to us. We aim to be clear about what we will do with your data. This privacy notice explains when and why we collect personal information about you and how we will use this information including the ways we might share this with others. It also explains how we keep your information secure as well as the rights you have in relation to the information we hold about you.

The headings below set out the main information we need to give to you.

The privacy notice will be reviewed regularly to make sure that it contains the most up-to-date information. You should check the jobs page on our website to review a copy of our most recent privacy notice. If you have any questions about any of the information contained in this privacy notice then you can contact us on [dataprotection@uws.ac.uk](mailto:dataprotection@uws.ac.uk).

## Who are we?

The University of the West of Scotland (referred to in this Privacy Notice as the "University", "we", "our" or "us") is the Data Controller under the data protection legislation. This privacy Notice sets out how we process personal data about individuals who make an application to us for one of our job vacancies (referred to in this Privacy Notice as "you" or "your").

## What type of information do we collect about you?

We will collect a variety of information about you. For example -

Your name, address, education and employment history. In some cases we may also hold sensitive personal information about you such as:

- Any criminal convictions that you have so that we can assess your suitability for the role that you have applied for;
- Information regarding any medical conditions or disabilities so that we can ensure that we are providing you with support throughout the application process;
- Information about your racial or ethnic origin, religion or similar beliefs or your sexual orientation.

If we are processing sensitive personal information about you then we will make sure that we will have in place additional safeguards when using that data.

## What are the sources of the information we hold about you?

We may collect data from your application form when you apply for a post. This is information you provided us with on your application form.

## How will we use your information?

The University will use the details you provide on your application form, recorded at interview, and additional details provided by any referees.

If you are required to undergo additional recruitment checks or procedures as part of the recruitment process e.g. criminal conviction checks or visa applications, we will use the information as follows:

We will only use the information collected as part of any relevant check or procedure for the specific purpose. We will handle, store, retain and destroy relevant materials in accordance with applicable legislation and codes of practice. This means that access to any relevant material is strictly controlled and retained for no longer than necessary.

The University will process the personal information provided on your application (and the other information referred to) for the purpose of identifying you, processing your application, assessing your suitability for the role (including right to work checks) and deciding on the outcome of interview.

We may also use or disclose the information provided for the following:

- For equal opportunities monitoring
- To help make reasonable adjustments for any disability (as requested)
- To prevent/detect fraud
- To provide statutory returns required by any applicable legislation

## Why do we need to process your personal data?

We consider the processing of your personal information for the above purposes to be necessary for us to take steps with a view to creating a contractual relationship with you (e.g. to assess your application for employment with us).

## How long will we keep your information for?

We will only keep the information we hold about you for as long as we need it. We make sure our records retention schedule is regularly reviewed so that we only hold the data that we need to. Data will be securely destroyed when no longer required.

## Who has access to your personal and who will my personal information be shared with?

As well as circulating your application to the recruiting manager and shortlisting and interview panel, we will share your personal information as relevant and necessary with

- Disclosure Scotland or UK Visas and Immigration in order to obtain relevant checks
- Your referees

## What choices do you have in relation to your information?

Under the legislation you have certain rights in relation to the information we hold about you:

- To obtain access to, and copies of personal data we hold about you;
- To require us to stop processing your personal data if the processing is causing you damage or distress;
- To require us to stop sending you marketing communications;
- To require us to correct any personal data we hold about you that is incorrect;
- To require us to erase your personal data;
- To require us to restrict our data processing activities;
- To withdraw your consent to our data processing activities (without affecting the lawfulness of our processing before you withdrew your consent);
- To receive the personal data that we hold about you, in a reasonable format specified by you, including for the purpose of you transmitting that personal data to another controller;
- To object, on grounds relating to your particular situation, to any of our particular processing activities where you feel this has a disproportionate impact on your rights.

Many of the rights above are not absolute so there may be times when you make a request to us and we are unable to meet it in full but if this is the case we will explain to you fully why we have not been able to do what you have asked. You should also be aware that where our processing of your information relies on your consent and you then decide to withdraw that consent then we may not be able to provide all or some aspects of our services to you.

## How can you access and update your information?

We want to make sure that the information we hold about you is always accurate and up-to-date. We can only do this if you let us know about any changes to the information we hold about you. You can do this by logging into the applicant portal with your existing user details.

## Will we transfer your information outside of the EEA?

No

## Does the University carry out any automated decision making using my information?

The University does not carry out any automated decision making in our recruitment process. All decisions are made manually by a member of staff.

## Who is the University's Data Protection Officer?

The University Solicitor is the UWS Data Protection Officer. If you have any concerns about how we handle your personal data then you can contact the Data Protection Officer directly by e-mail [dataprotection@uws.ac.uk](mailto:dataprotection@uws.ac.uk) or by post at Data Protection Officer, University of the West of Scotland, Legal Services, High Street, Paisley, PA1 2BE

# How will we keep your information safe?

All personal information we hold about you is held on our secure servers. If we hold paper records about you then we make sure that staff are trained about how they should handle this information and make sure it is stored securely.

- **Firewall**

A firewall is a network security device that monitors incoming and outgoing network traffic and decides whether to allow or block specific traffic based on a defined set of security rules.

Rules are designed to provide a balance between strong security and allowing staff and students appropriate access to teach and study.

- **Patch Management**

Patch management is a strategy for managing security fixes or upgrades for software applications and technologies. A patch management plan helps the organisation handle these changes efficiently and in a controlled and fully tested manner. We patch our devices and systems as part of a 30 day rolling process. Critical security patches are installed as required.

- **Access Control**

Access control is a security technique that can be used to regulate who or what can view or use resources in a computing environment.

Access to files and folders and connections to computer networks is based on user credentials, login and password.

- **Event/Network Monitoring**

The UWS network is constantly monitored for anomalous behaviour which would be associated with cyber-attacks. Event monitoring tools help us to monitor details of activity on the network and allow us to highlight areas of concern for further investigation. Identifying anomalies quickly is vital to securing the confidentiality, integrity and availability of data on our network.

- **Anti-Virus**

Anti-Virus protection is installed on all endpoint devices and updated at least daily with the latest vendor updates.

Antivirus software is designed to prevent, detect and remove malware infections on individual computing devices, networks and IT systems.

Our antivirus software programs include real-time threat detection and protection to guard against potential vulnerabilities as they happen, as well as system scans that monitor device and system files looking for possible risks.

# How can I complain about your use of my information?

If you remain unhappy then you have a right to complain to the Information Commissioners Office:

Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF

**Email:** [casework@ico.org.uk](mailto:casework@ico.org.uk)

**Telephone:** 0303 123 1113

