



Privacy Notice - Applicants

Sunderland Students' Union ("the SU", "we", "our" or "us") promises to respect any personal data you share with us, or that we receive from other organisations, and to keep it safe. We aim to be clear about when we collect your data and ensure that we do not use it in ways you would not reasonably expect.

Using your personal data enables us to meet our legal and organisational requirements and provide our services to prospective employees. It helps us make informed decisions, communicate with you effectively and, ultimately, ensure that you receive the appropriate support and services throughout the application process.

Where we collect information about you

We collect information about you in the following ways:

- **When you apply for a role**

When you apply for a role at the SU, you will complete an application form. This form will contain personal information about you, which we will use to assess your application and consider your suitability for the role.

The SU has a legitimate interest in processing your personal data for the purposes of managing recruitment and considering you for the role. We may also use certain information for anonymous statistical analysis, such as equality and diversity monitoring. Where we collect and process special category data, we will ensure that we have an appropriate legal basis for doing so.

- **When a third party provides us with your data**

Your information may be shared with us by third parties, such as external referees or recruitment organisations.

Where we request information from a third party, we will normally do so with your knowledge and, where required, your consent. Information may also be shared with us where there is a legal obligation or another lawful basis for doing so.

You should check the relevant third party's privacy notice when you provide your information to them, so that you understand how they will collect and process your personal data.

What personal data we collect

The type and amount of information we collect, and how we use, will depend on the reason you are providing it. We only collect the information we need to manage and progress the recruitment process and will not retain your personal data for longer than is necessary.

Candidates

If you are applying for a role with the SU, we may ask you to provide the following information:

- Personal details (including name, address and date of birth)
- Email Address
- Telephone Number
- Equality, diversity and inclusion information (such as ethnic origin and disability information)
- Nationality and right to work information (including National Insurance number where required)
- Employment and volunteering history (including previous employers, positions held, salary and dates of employment)
- Qualifications and professional information (including academic and professional qualifications, training, skills and professional memberships)
- References and feedback from previous employers or other relevant referees
- Details of criminal convictions where required for the role and in accordance with applicable legislation
- Information about any personal relationships with SU employees where this may create a potential conflict of interest during the recruitment process

References

If you are provided as a reference for an applicant, the applicant will provide us with your details so that we can contact you to request a reference where appropriate as part of the recruitment process if the candidate is successful at application:

- Name
- Profession or job title
- Address
- Telephone Number
- Email Address

What we use your data for

The information we collect from you is used to assess your suitability for employment and to manage the recruitment progress.

We will mainly use your personal data to:

- Communicate with you throughout the recruitment process
- Consider your application for the role

- Carry out anonymous equal opportunities monitoring
- Fulfil our legal and regulatory obligations
- Complete pre-employment checks and screening where required
- Make reasonable adjustments to support candidates during the application and interview process

We will not share any information you provide during the recruitment process with third parties for marketing purposes.

Who has access to data

To support the recruitment process, your personal data may be shared internally within the SU. Access to your information is limited to those individuals who need it to carry out their responsibilities as part of the recruitment process.

Your personal information may be shared internally with the:

- Employees who have managerial responsibility for the role you have applied for, or those acting on their behalf
- Employees within HR who are responsible for supporting recruitment and related HR processes
- All individuals with access to your personal data are required to handle it securely and confidentially

The SU may also need to share your personal information with certain external third parties, including:

- Suppliers who carry out background screening checks on behalf of the SU (for example, the Disclosure and Barring Service (DBS), where applicable)
- Referees you have provided as part of the recruitment process (as detailed above)
- Academic Institutions (such as universities and colleges) to verify qualifications or other information you have provided
- Other third-party suppliers who provide services on our behalf and support our recruitment processes

We may be required to disclose limited personal information to auditors and financial advisors where necessary. Strict processing conditions will be in place to ensure that these parties only use your personal data for the agreed purposes.

We may also need to disclose your personal information where required by law or where necessary, for example to the University of Sunderland, the police, regulatory bodies or legal advisors.

Providing equality, diversity and inclusion information is optional. If you choose not to provide this information, it will not affect your application or the outcome of the recruitment process. Equality monitoring information is stored separately from your application and is not used to make recruitment decisions. It will only be accessed by authorised staff for monitoring and reporting purposes.

We will only ever share your personal data in other circumstances where we have a lawful basis to do so, including where we have your explicit and informed consent where required.

Information security and protecting data

Our HR and recruitment systems are restricted to authorised staff who require access to carry out their roles. Access is strictly controlled to help ensure that unauthorised or unlawful processing, accidental loss, destruction, or damage to your personal information does not occur.

The SU operates a Data Protection Policy, and all employees and volunteers who handle personal data are required to complete appropriate data protection training. Any third parties who process personal data on our behalf are required to have appropriate contractual arrangements in place that meet the requirements of UK data protection legislation.

Some of our suppliers may operate outside the UK or European Economic Area (EEA). Where your personal data is transferred internationally, we will take appropriate steps to ensure that suitable safeguards are in place and that your information continues to receive an adequate level of protection in accordance with UK data protection law.

Your personal data will only be transferred internationally where it is necessary and where appropriate safeguards are in place.

Retention

We will retain recruitment records for one year following completion of the recruitment process.

For successful candidates, relevant recruitment information will be retained as part of their employee HR record and managed in accordance with the SU's HR record retention requirements.

Your rights

You have a right to see the information the SU holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that the SU is not processing this information for the purpose it was collected.

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information, please contact the Central Services team in the first instance:

Email: centralservices@sunderland.ac.uk

Telephone: 0191 515 3030

Alternatively, you can submit a Subject Access Request by completing the Subject Access Request Form and providing details of the information you would like to access, along with the required proof of your identity. Requests can be submitted by post to:

Operations and HR
Sunderland Students' Union
Ground Floor, Edinburgh Building
Chester Road, City Campus
Sunderland
SR1 3SD

Where we process your personal information on the basis of your consent, you have the right to withdraw your consent at any time. Please note that withdrawing your consent will not affect the lawfulness of any processing carried out before your consent was withdrawn.

For further information about your data protection rights, or if you wish to raise a concern, please visit the Information Commissioner's Office (ICO) website. [Make a complaint | ICO](#)

Changes to this statement

We may update this Privacy Statement from time to time. If we make any significant changes in the way we collect, use or otherwise process your personal information, we will make this clear on our website and, where appropriate, contact you directly.

If you have any questions, comments or suggestions about this Privacy Statement or how we handle your personal information, please contact us at yoursu@sunderland.ac.uk