



## **Privacy Notice – Job Applicants**

Sunderland Students' Union ("the SU", "we", "our" or "us") promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

Facilitating our legal requirements, organisation policy and services to our prospective employees through using your personal data allows us to make better decisions, communicate more efficiently and ultimately, ensure you receive the services required as an applicant.

### **Where we collect information about you**

We collect information 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. The SU has a legitimate interest in processing this data for the purposes of considering you for that role and for anonymous statistical analysis such as equality and diversity monitoring.
- **When a third party provides us with your data**  
Your information may be shared with us by independent organisations such as external referees you have provided. These independent third parties will only do so when you have indicated that you have given consent or there is a legal obligation to share this data with us including legitimate interests where a referee has been provided. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

## **What personal data we collect**

The type and quantity of information we collect and how we use it depends on why you are providing it. We do not collect more information than we need to progress the recruitment process and will not retain it for longer than necessary.

## **Candidates**

If you are applying for one of our roles we will ask you to provide:

- Personal details (Name, Address, Date of Birth)
- Email Address
- Telephone Number
- Diversity information (Ethnic Origin, Disability)
- Nationality & right to work information (including National Insurance number)
- Employment and Volunteering History (Previous Employers, Positions, Salary, Dates etc.)
- Qualifications (Academic and Professional Qualifications, Training, Skills)
- Employer Feedback (including References)
- Details of Criminal Convictions
- Relationship status with any SU employees

## **References**

If you are a reference for an applicant the applicant will provide us with the following information for the purposes of making contact to request a reference if the candidate is successful at application:

- Name
- Profession
- Address
- Telephone Number
- Email Address

## **What we use your data for**

The information we ask for is used to assess your suitability for employment and progress the recruitment process.

We will mainly use your data to:

- Communicate with you;
- Consider your applications for the role;
- Provide anonymous equal opportunities monitoring;
- Fulfil any legal or regulatory requirements;
- Pre-employment screening; and
- Make reasonable adjustments to enable candidates to apply and attend interviews.
- We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes.

### **Who has access to data**

To enable the recruitment process to take place your personal data may be shared internally within the SU, but this is limited to what is required by each individual to perform their role within the recruitment process.

Your personal information may be shared internally with the following people:

- Those employees who would have managerial responsibility for you or are acting on their behalf;
- Employees in HR who have responsibility for certain HR processes.

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

- Suppliers who undertake background screening on behalf of the SU (e.g. Disclosure and Barring Service etc.);
- Referees you have provided (as detailed above)
- Academic Institutions (Universities, Colleges etc.) in validating information you have provided
- Other third party suppliers who provide services on our behalf.

We may be required to disclose data containing limited personal information to auditors and financial advisors. Strict processing conditions shall be in place controlling what these parties can and cannot do with your personal data.

We may need to disclose your details if required to the University of Sunderland, the police, regulatory bodies or legal advisors.

Equal opportunities information is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our HR team in a way that can identify you. Any information

you do provide, will be used only to produce and monitor equal opportunities statistics.

### **Information security and protecting data**

Our HR and recruitment systems are restricted to those staff who deal with HR with strictly controlled access to ensure that unauthorised or unlawful processing of personal information, loss or destruction of, or damage to, personal information does not occur.

The SU operates a Data Protection Policy; all employees and volunteers handling data are required to undertake general data protection training and third parties handling data are required to provide a contract which meets the requirements of the General Data Protection Regulation.

Some of our suppliers may run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. Your data will only be shared if it is necessary or required.

### **Retention**

We will retain recruitment paperwork for one year following the recruitment process; successful candidates records are retained as part of the HR record.

### **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 you should contact the Central Services team ([centralservices@sunderland.ac.uk](mailto:centralservices@sunderland.ac.uk) or 0191 515 3030) in the first instance. Alternatively you may complete the Subject Access Request Form with a description of the information you want to see and the required proof of your identity by post to:

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Central Services,  
Sunderland Students' Union,  
Ground Floor, Edinburgh Building,  
Chester Road,  
Sunderland,  
SR1 3SD

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Where information is held on the basis of your consent you have the right to withdraw this at any time.

You also have the right to raise a complaint with the Information Commissioner's Office – see: <https://ico.org.uk/make-a-complaint/>

### **Changes to this statement**

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

If you have any questions, comments or suggestions, please let us know by contacting [sunderlandsu@sunderland.ac.uk](mailto:sunderlandsu@sunderland.ac.uk)