

Data Privacy Notice - Job Applicants

Your personal information

The University of Lincoln collects personal information about you when you apply for a vacancy at the University via our online recruitment software, Stonefish. We use this information to facilitate the recruitment process and for anonymised reporting purposes.

This notice explains more about how we use your personal information.

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What information we collect about you

We collect information about you when you apply to work at the University of Lincoln using the online recruitment software called Stonefish. Further information will then be sourced if you are successful in obtaining the role. At recruitment we may collect:

- Identification and contact data (e.g., name, personal address, personal telephone numbers, personal email address, date of birth)
- Eligibility (e.g., nationality and immigration status)
- Special category data (e.g., information which may reveal race or ethnic origin for employment equality purposes, religious beliefs, disability, sexual orientation)
- Employment history
- Qualification, licences, and professional memberships
- CV and personal statement

Our legal basis for processing this information is that it is necessary for the purposes of the legitimate interests of the University. The University will need to process personal data provided by candidates when conducting the recruitment exercise; for example, it will need to assess and record information about their qualifications as part of the selection process. The University has a legitimate interest in managing the recruitment exercise effectively to decide to whom to offer a job.

The University is also under a legal obligation to check that a successful candidate has the right to work in the UK.

You can keep your details up to date by using the online recruitment software especially if you agree to receiving alerts for future vacancies. Alternatively, you can contact the Human

Resources team via email (hr@lincoln.ac.uk); telephone (01522 886775), or in person at our offices in the Minerva Building, Brayford Pool, Lincoln, LN6 7TS.

Occasionally, the University of Lincoln receives unsolicited speculative CVs. These CVs are not reviewed, and are destroyed upon receipt. The person sending the CV is informed of this action via email or post.

How we use your information

We collect information about you to facilitate the recruitment process of the University of Lincoln's vacancies.

- Personal data is collected via the online recruitment software to facilitate the recruitment process, and is used in an anonymised format for equal opportunity monitoring. If you are successful and accept the role, your information is transferred to the University's staff database, ResourceLink and additional information will be collected that is required for your employment. For example National Insurance number and bank details for payment of salary.
- Personal data is collected to facilitate the equal opportunity monitoring of our recruitment processes, and used in an anonymised format.
- When you undergo pre-employment checks, the University is required to obtain information about past criminal convictions as a condition of employment for certain posts. The University also undertakes Disclosure and Barring Service (DBS) checks on those staff who work with young and/or vulnerable people. If you consent to complete a Right to Work check online using the Identity Document Validation Technology (IDVT) solution, we will ask for biometric data: photographs of your face and your passport or passport card.

The University occasionally uses cookies and other technologies on its website that collect data about you when you use them. Where this occurs further information will be available in a cookies policy. The cookies policy for the University website can be found here:

<http://www.lincoln.ac.uk/home/termsconditions>.

Information we may share with other organisations

The eRecruitment system provider processes the information on the University's behalf. There is a data processing agreement in place to ensure both parties comply with relevant data protection legislation, and handle your data accordingly. Stonefish acts strictly on our instructions and must not use the information for their own purposes.

In exceptional circumstances we may be asked to share your information with police or other investigators if it would prevent or detect crime or safeguard a person's wellbeing. Each instance will be judged on its own merit and any sharing of information will be done within the law.

Information processed abroad

For purposes of application data, the University does not transfer your data outside the European Economic Area (EEA).

How long we keep your information

Applicant accounts on the recruitment software are archived after one year of inactivity of the account. I.e., not logging into account or having an active jobs subscription.

All vacancy data is automatically archived one year after the application closing date of the vacancy.

Accessing your information and other rights

You have a number of rights relating to your personal information. These include:

- Access** You have the right to request a copy of any personal information we hold about you.
- If you would like a copy of any of your information please contact the Information Compliance team on the details below. The team will process your request within a month.
- Portability** If you have provided information on the basis of your consent or for a contract then you can request a digital copy so you can send it to another organisation.
- To request a copy please contact the Information Compliance team on the details below. The team will process your request within a month.
- Correction** If any of the information we hold about you is incorrect or incomplete then please let us know. You have the right to have your information corrected so that we hold accurate records about you.
- Erasure** This is also known as the right to be forgotten. You can request that your personal information is erased if it is no longer necessary for the University to keep it, or you withdraw consent that you have previously provided, or you object and there is no overriding grounds to keep it or if it is unlawful to continue to keep it.
- Restriction** You can request that the use of your personal information is limited to storage only and that we use it for no other purpose. This applies where you contest the accuracy of the personal information we hold, or our use of the information is unlawful, or we no longer need the information except in relation to legal claims, or you object to the use of your data and we need to verify whether or not our purpose for keeping it overrides the grounds of your objection.

The Information Compliance team can be contacted by email on compliance@lincoln.ac.uk or by post at: Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to object or withdraw consent

If you object to our use of your personal information then we must stop unless we can demonstrate compelling legitimate grounds for continuing. Please contact the Information Compliance team (compliance@lincoln.ac.uk) and explain your objection.

If you have provided your consent for the use of your personal information then you can withdraw this consent at any time.

How to contact us

For general enquiries please call 01522 88 2000 or write to University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can find contact details for individual teams and staff by visiting <http://staff.lincoln.ac.uk>.

If you have a query about your personal information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

How to complain

If you feel that we have let you down in relation to your information rights then please contact the Information Compliance team by email on compliance@lincoln.ac.uk or by post at Information Compliance, Secretariat, University of Lincoln, Brayford Pool, Lincoln, LN6 7TS.

You can also make complaints directly to the Information Commissioner's Office (ICO). The ICO is the independent authority upholding information rights for the UK. Their website is ico.org.uk and their telephone helpline number is 0303 123 1113.