

JOB APPLICANT PRIVACY NOTICE

Data Collection and Privacy Notice

Aston University (“the University”) processes personal data as a “Data Controller” as defined in the Data Protection Act 1998 (“the DPA”) and the General Data Protection Regulation (Regulation (EU) 2016/679) (“the GDPR”). This notice relates to information about you which will be collected by the University and processed as described below. This notice may be updated at any time. The most up to date version can be found at www.aston.ac.uk/dataprotection.

Your personal data will be processed in compliance with the DPA and from 25 May 2018 with the GDPR.

What we collect

The personal data which the University processes about you includes:

- your name, address and contact details (including your email address and telephone number);
- details of your qualifications, skills, experience and employment history;
- information in respect of your current level of remuneration, including benefit entitlements;
- information in respect of your entitlement to work in the UK; and
- detailed obtained during pre-employment checks such as Disclosure Barring Service (“DBS”) and occupational health reports.

It also includes Information about your disability status, ethnicity, sexual orientation, gender reassignment or religion, which is classed as “Sensitive Personal Data” under the DPA, and “Special Categories of Data” under the GDPR.

Your rights

Under the DPA and the GDPR you have certain rights over how your data is processed, including the right to know what information is processed about you and how it is processed.

Under the GDPR, you will have the right of access to your personal information. You will also have additional rights i.e. the right to rectify inaccurate information; restrict processing; and object to processing. These rights are limited in certain circumstances by the GDPR, and may be limited further by future UK legislation where data is only processed for research or statistical purposes.

Automated decision-making

The University will not use your personal data to make automated decisions about you. “Automated decisions” are defined as decisions made without human intervention. You have the right to opt out of automated processing at any time and to require that decisions are assessed by a person.

Data transfers to other countries

Your personal data may be transferred to countries outside the European Economic Area for the purposes described above. Your personal data will only be transferred to countries whose data protection laws have been assessed as adequate by the European Commission, or where adequate safeguards are in place to protect your personal data.

How we process your data

The University will process your personal data for the following purposes.

Purpose 1 – Applications to the University

We will process your personal data when you submit your application to the University. This will be collected in a variety of ways which may include data contained in application forms, CVs, identification documents or collected through interviews or other stages of the application process.

Legal basis for processing your information for Purpose 1

The processing of your personal data for Purpose 1 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)). The processing of Sensitive Categories of Data is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)) and for statistical and research purposes in accordance with GDPR Article 9(2)(j).

Purpose 2 – External Assessors

In the event that you apply for a professorial or reader level role at the University, we will engage external assessors to review your application. This is to ensure that applications are suitable for the role at the University.

Legal basis for processing your information for Purpose 2

The processing of your personal data for Purpose 2 is necessary on the grounds of our legitimate interest (GDPR Article 6(1)(f)).

Purpose 3 – UK Visas and Immigration (“UKVI”) Exports/Imports

The University is required to meet its obligations set out by UKVI and will need to adequately report on applications. We will process your personal data in respect of your applications as part of our reporting obligations (as appropriate).

Legal basis for processing your information for Purpose 3

Where relevant, the processing of your personal data for Purpose 3 is necessary on the grounds of our obligation to perform a public task (GDPR Article 6(1)(e)) as this processing is required for the University to meet its obligations set out by UKVI. The processing of Sensitive Categories of Data is necessary on the grounds of our obligation to perform a public task (GDPR Article 6(1)(e)) and for reasons of substantial public interest in accordance with GDPR Article 9(2)(j).