

Privacy Notice for job applicants

The University of Greenwich is committed to protecting the privacy and security of your personal information. In relation to your application to the University, we process the data that you provide to us either via our online recruitment process, or by other means, such as in completed application form(s), equal opportunities form(s), and any additional documentation which you provide to us or which is provided to us by third parties, for instance referees. This could include the following:

- Name, title, address, other contact details
- Other recruitment and application data such as copies of right to work documents
- References / professional body memberships
- CV or cover letter
- Test or interview results and qualifications
- Equal opportunities data such as ethnicity, disability, sexual orientation, religious beliefs
- Criminal convictions data

We process personal data about you for the following reasons:

- To ascertain whether you fit the criteria for the role for which you are applying, and to determine your suitability for that role
- To administer your application for employment
- To compile anonymous statistics about applicants in general, and to report on them, for instance to the Higher Education Statistics Agency (HESA) (See HESA data collection notice)
- For equal opportunities monitoring

Automated decision making (a process of computerised decision making) applies to roles which require an applicant to hold a PhD – jobs requiring this criterion will be automatically rejected if you do not hold the qualification. However, you can make a request for human intervention in this decision.

We rely on the following legal bases for processing the data: public task (the University's functions as a public authority), and compliance with a legal obligation. You do not have to provide sensitive personal data, although you may decide to do so. Your application will not be affected if you do not provide equal opportunities data – see [equal opportunities statement](#).

We will only share data about you with third parties if, for instance, we need to conduct referencing, or to ascertain accuracy, or if we are required to do so by law.

Data for candidates who are unsuccessful in securing employment will be held for 12 months and then destroyed. The exception to this would be where UK Visas and Immigration require that we retain your data for a longer period. Retention periods are based on our retention schedules, and you can request a copy of the relevant schedule.

If your application is successful, your data will be used to form the basis of your staff record, at which point we will provide a new privacy notice to you explaining how we process staff data (see the [Staff Privacy Notice](#)).

You have rights as a Data Subject. You can see more information about those rights [on our website](#).

To contact Peter Garrod, the University of Greenwich's Data Protection Officer and University Secretary, email: compliance@gre.ac.uk