

# Information for Job Applicants: Your personal data

## What information do we ask for, and why?

When you apply for a job at the OIA, we will ask you to provide us with contact information, so that we can let you know how your application is progressing.

We will ask you to answer specific questions which relate to the role which you are applying for. You will probably draw on your previous work experience, education or other activities you have undertaken to answer these questions. Later we might ask you to participate in assessment days; complete a test exercise or occupational personality profile questionnaires; and/or to attend an interview – or a combination of these. Information will be generated by you and by us. For example, you might complete a written test or we might take interview notes.

We will ask you about your right to work in the UK. For some roles, we may ask you whether you have any unspent criminal convictions.

The information you provide during the process will only be used for the purpose of progressing your application and deciding whether you are suitable for the job you have applied for.

When you apply to work with us, we will be aware of the job board used to make your application. We use this information to monitor the effectiveness of our advertising but it will not affect our decision about your suitability for the job.

For monitoring purposes, we will also ask you for information to help us understand whether we are reaching candidates who represent the diversity of students and professionals in the Higher Education sector. You do not have to provide this information: if you don't provide it, it will not affect your application. This information will not be made available to people making hiring decisions in a way which can identify you.

You may choose to share information with us about a medical condition or disability, which we will use to make our recruitment process accessible.

## Lawful basis for processing

We rely on two lawful bases for processing:

- a) That you consent to us processing your information for the purpose of deciding if you are suitable for a role at the OIA
- b) That we have a legitimate interest in processing personal data of applicants for roles at the OIA, so that we can appoint appropriate staff to carry out our work

Where we are processing “special category data” for example, information for monitoring diversity across the candidates for our roles, we rely on your explicit consent.

## **Who is processing my personal data?**

The OIA is the data controller for your personal data during the recruitment process. You can find more information about us and how we process [personal data](#) on our website. If you have any questions, you can contact us by email [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk) or by telephone 0118 959 9813 or by using the [contact form](#) on our website.

BeApplied is a data processor, acting on our behalf during the recruitment process. It provides the software that you will enter your information into.

You can find more information about how BeApplied looks after your personal information in its privacy notice. This information explains how some of its technical support services are based outside the UK. Your data will not be processed in any country that does not have comparable data protection requirements to the UK.

## **Who will see my personal information?**

To begin with, information is made available to managers in the team which has the job vacancy and to our HR team on an anonymous basis. When we have decided who we would like to consider at the next stage of the process (for example, who to invite to an interview) then the manager making the final recruitment decision will be given access to most of the information gathered about you during the recruitment process.

The manager making the final recruitment decision will not have access to monitoring data (for example about ethnicity or disability).

We do not share information about job applicants with our staff who are not involved in making the recruitment decision.

Other than BeApplied which supports the application process, we do not share information about job applicants with any other organisation.

## **How long is the information kept for?**

If you are successful, we will keep most of the information you provide during the application process as part of your employee file for the duration of your employment plus 6 years following the end of your employment. This includes your CV, your application statement, questionnaire results and references.

If you are unsuccessful at any stage of the process, we will usually keep information about you for a minimum period of 6 months and a maximum period of 24 months. If we think you may be suitable for another OIA role in the future, we may keep your details in our talent pool and we may proactively contact you should any further suitable vacancies arise.

You can ask us to delete your personal information at any point. If we are still actively considering your application for a role, this may mean that we are unable to include you in the recruitment process.

Please note that BeApplied keeps information about candidates for roles for a longer period, which is set out in its privacy information. You can choose for BeApplied to keep your information to invite you to apply for different roles, not at the OIA. You can ask BeApplied to stop processing your personal data at any time by contacting them directly.

## **Conditional offers**

We will not contact your referees until we have made a conditional offer of employment. The offer may be withdrawn if your references are not satisfactory to us. We will not usually make an unconditional offer of employment until we have received satisfactory responses from your referees and you have proven your right to work in the UK.

## **Your rights**

Under the Data Protection Act 2018 and UK GDPR, you have rights as an individual which you can exercise in relation to the information we hold about you.

You have the right to see what information we have. If you think that any information we have about you is wrong, you can ask us to correct it. If you would like us to stop processing your personal data, you can ask us not to take any further action, and you can ask us to remove some or all of the personal information we have.

We respect your right to control what happens to information about you. We will always try to handle information in accordance with your wishes, and we will explain to you if there are any reasons why we cannot do so.

If you would like to ask us anything about the information which we have about you, or about how your personal data is handled during an application via BeApplied, contact us at [enquiries@oiahe.org.uk](mailto:enquiries@oiahe.org.uk).

If you are unhappy with how we have handled your personal information, you can complain to the [Information Commissioner's Office](#).