

PRIVACY NOTICE

Potential Staff / Graduate Recruitment

May 2018

Who Are We?

APUC (Advanced Procurement for Universities and Colleges) Limited is the procurement centre of expertise for Scotland's Universities and Colleges. We are wholly owned by our member HE and FE institutions and therefore acts as a subsidiary for them. Our contact details are:

APUC Ltd
Unit 27, Stirling Business Centre,
Wellgreen,
Stirling, FK8 2DZ
Tel: +44 (0) 131 442 8930

The processing of personal data is governed by the General Data Protection Regulation 2016/679 (GDPR) and relevant UK Data Protection legislation. APUC is registered with the Information Commissioner's Office (ICO) as a Data Controller, which means we are responsible for deciding how we hold and use your personal data. APUC is committed to protecting your privacy and complying with this regulation.

What is Personal Information?

Your 'personal information' means information about you, and any information from which you can be identified - either by reference to an identifier (for example your name, location data or online identifier (IP address)) or from factors specific to your physical, cultural or social identity. This document has been created to be read by individuals to understand how their personal data is used within the context of this notice so references to "you" throughout should be read as being the individuals concerned.

Scope

This privacy notice provides you with information about us, how and why we collect personal information from you, what we do with the personal information we collect from you, who we share your personal information with and your rights in relation to your personal information. We may update this Privacy Notice from time to time and will publish an up to date copy of the notice on the Careers section of the APUC website.

How do We Collect Your Personal Information?

APUC complies with its obligations under GDPR and relevant Data Protection legislation by keeping personal data up to date; by storing and destroying it securely; by not collecting or retaining excessive amounts of data; by protecting personal data from loss, misuse, unauthorised access and disclosure and by ensuring that appropriate technical measures are in place to protect personal data.

Where does your Personal Information Come From?

We may collect your Personal Information in a number of ways, for example:

- When you contact us through HR either via telephone or email;
- When you register with us for recruitment and vacancies;
- When you apply for a vacancy internally or externally;
- When we receive your Personal Data from third parties, for example references; security screening; and recruitment agencies.

If you would like more information on the source of your personal information, please contact the Data Protection Officer, details can be found at the end of this document.

What Types of Personal Information Do We Collect?

The details of the personal information we may collect, in addition to the reasons and lawful basis for processing are shown in the table in appendix 1. This table also details also highlights any 'special category' information we collect and the specific details for processing this information.

How do we share your Personal Information?

We may share your personal information with the following parties:

- With employees, agents and/or professional advisors;
- APUC member institutions
- Other external members of selection panels or processes
- Where we are under a legal obligation to do so
- To prevent fraud and other criminal offences or because of a Court Order for example HRMC, the police.

What is the Lawful Basis for Processing your Personal Data

We will hold personal data relating to your suitability to meet the requirements of the contract under GDPR Article 6(1)(b)) – “Processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract”

How long will we keep your Personal Data?

We keep your personal information only for as long as is reasonably necessary for the purposes for which we process your personal information. These purposes are listed in appendix 1. We will only retain your personal information for as long as necessary to fulfil the purposes for which we collected it, including to satisfy any legal, accounting or reporting requirements.

If your application for employment or engagement is unsuccessful, we will retain for personal information for 6 months from the date the job is offered. We will then securely destroy your personal information after the end of this period.

If your application for employment or engagement is successful, personal information gathered during the recruitment process will be retained for the duration of your employment or engagement and in accordance with our privacy notice for staff.

If your personal information is to be kept on file in order to contact you about possible opportunities at a later date, this will be discussed and agreed with you at the time.

What Are Your Rights Regarding Your Personal Data?

You have certain rights under data protection legislation in relation to the personal information that we hold about you. Unless subject to an exemption under the GDPR and relevant Data Protection legislation, you have the following rights with respect to your personal data:

- The right to request a copy of your personal data which APUC holds about you;
- The right to request that APUC corrects any personal data if it is found to be inaccurate or out of date;
- The right to request your personal data is erased where it is no longer necessary for APUC to retain such data;
- The right to withdraw your consent to the processing at any time, only if consent is relied upon as a processing condition;
- The right to request that APUC provide you with your personal data and where possible, to transmit that data directly to another data controller;
- The right, where there is a dispute in relation to the accuracy or processing of your personal data, to request a restriction is placed on further processing;
- The right to object to the processing of personal data, (where applicable)
- The right to lodge a complaint with the Information Commissioners Office.

How Will We Keep Your Data Safe?

We will ensure that we have in place appropriate technical and organisational measures to prevent unauthorised or unlawful processing of Personal Data and against accidental loss or destruction of your personal information.

The security measures applied include:

- hard copy records and manual files are kept to a minimum, where required these will be kept in locked filing cabinets
- electronic records are kept in an electronic filing system with access restricted to APUC staff
- appropriate cyber security measures, including accreditation to relevant cyber security standards

When we use third party organisations to process information on our behalf we ask them to demonstrate their compliance with GDPR / relevant Data Protection legislation and work to instructions with regards to what information they process and what they do with this, as agreed in the contracts we have with them.

Further Information

If you have any questions about how we collect, store or use your information, or you would like to update the information we hold about you, please contact:

Gerry O'Hare
APUC Ltd
Unit 27, Stirling Business Centre,
Wellgreen,
Stirling
FK8 2DZ

eMail: gohare@ucss.ac.uk

We aim to resolve all complaints internally via our Data Protection Officer, but you do have the right to complain to the Information Commissioner at any time. Their contact details can be found here: <https://ico.org.uk/global/contact-us/>

Appendix 1 Table showing Personal Information, Reason and Lawful Basis for Processing

Please note: - Data marked * in the table below is ‘special categories of personal information’ or might disclose such information. We must have additional legal grounds for processing special categories of personal information – these are listed in the middle column of the table.

Reason for processing your personal information	Legal basis for processing, and legitimate interest (where applicable)	Your personal information
<ul style="list-style-type: none"> To contact you 	<ul style="list-style-type: none"> To enter or carry out the contract For our legitimate interests: <ul style="list-style-type: none"> To select suitable employees, workers and contractors 	<ul style="list-style-type: none"> Personal contact details (including name, address, email, telephone number)
<ul style="list-style-type: none"> To make a decision about your recruitment or appointment To determine the terms on which you work for us, and advise you of these 	<ul style="list-style-type: none"> To enter or carry out the contract To comply with a legal obligation For our legitimate interests: <ul style="list-style-type: none"> To select suitable employees, workers and contractors 	<ul style="list-style-type: none"> Personal contact details (including name, address, email, telephone number) Date of Birth Your application form, CV and interview notes References and details of previous employers Professional memberships and qualifications Offer letter, contract of employment Working time opt-out agreements Work location Start date
<ul style="list-style-type: none"> To check you are legally entitled to work in the UK 	<ul style="list-style-type: none"> To enter or carry out the contract To comply with a legal obligation 	<ul style="list-style-type: none"> Personal contact details Documentation confirming your right to work in the UK Copy of your passport
<ul style="list-style-type: none"> To consider disability status and reasonable adjustments for disabled workers 	<ul style="list-style-type: none"> To carry out the contract To comply with a legal obligation <p><u>*For special categories of information:</u></p> <ul style="list-style-type: none"> To exercise or perform employment law rights or obligations 	<ul style="list-style-type: none"> Details of any disabilities and work restrictions*
<ul style="list-style-type: none"> To pay travel and expenses 	<ul style="list-style-type: none"> To comply with a legal obligation For our legitimate interests: <ul style="list-style-type: none"> To reimburse candidates 	<ul style="list-style-type: none"> Bank account details