

## **PRIVACY NOTICE**

### **Potential Staff / Graduate Recruitment**

### **March 2024**

This privacy notice provides you with information about how we handle your personal information when you apply for a job or our graduate trainee scheme with us. We may update this Privacy Notice from time to time and will publish an up to date copy on the APUC website.

#### **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.

If you have any questions or concerns about how we collect, store or use your information, please contact our Data Protection Officer - [dataprotection@apuc-scot.ac.uk](mailto:dataprotection@apuc-scot.ac.uk)

#### **What Types of Personal Information Do We Collect?**

- Contact details
- Date of Birth
- Your application form, CV and interview notes
- Details of any disabilities and work restrictions
- Equality monitoring
- References and details of previous employers
- Professional memberships and qualifications
- Offer letter, contract of employment.

Full details of the personal information we may collect, in addition to the purposes and lawful basis for processing are shown in the table in appendix 1.

#### **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 information from third parties, for example references; security screening; and recruitment agencies.

#### **Who we may share your Personal Information with?**

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
- IT system providers

### **What is the Lawful Basis for Processing your Personal Information?**

We process your personal information under the following lawful basis:

- **Contract** – the processing is necessary for a contract with you or to take steps before entering a contract.
- **Legal Obligations** – the processing is necessary to comply with the law.
- **Legitimate Interests** – the processing is necessary for our legitimate interests or that of a third party.

### **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, including to satisfy any legal, accounting or reporting requirements and as detailed below:

- **Unsuccessful Applicants:** 6 months from the date the job is offered.  
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.
- **Successful Applicants:** 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.

### **What Are Your Rights Regarding Your Personal Data?**

You have the following rights under data protection legislation in relation to the personal information that we hold about you.

- 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;
- 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 lodge a complaint with the Information Commissioners Office.

In some circumstances you may have the following rights:

- 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 (where consent is the lawful basis);
- 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 to object to the processing of personal data

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:

[Make a complaint | ICO](#)



## Appendix 1 Table showing Personal Information, Purpose 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.

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