

Privacy Notice - Candidates

Liverpool Hope Students' Union ("LHSU", "we", "our" or "us") promises to respect any personal data you share with us, or that we get from other organisations and keep it safe. We aim to be clear when we collect your data and not do anything you wouldn't reasonably expect.

Facilitating our legal requirements, organisation policy and services to our employees through using your personal data allows us to make better decisions, communicate more efficiently and ultimately, ensure you receive the services required as a LSHU candidate.

Where we collect information about you

We collect information in the following ways:

When you apply for a role

When you apply for a role at LHSU, you will complete an application form. This form will contain personal information about you. LHSU has a legitimate interest in processing this data for the purposes of considering you for that role and for anonymous statistical analysis.

When a third party provides us with your data

Your information may be shared with us by independent organisations such as external referees. These independent third parties will only do so when you have indicated that you have given consent or there is a legal obligation to share this data with us. You should check their Privacy Policy when you provide your information to understand fully how they will process your data.

What personal data we collect

The type and quantity of information we collect and how we use it depends on why you are providing it. We do not collect more information than we need to progress the recruitment process and will not retain it for longer than necessary.

Candidates

If you are applying for one of our roles we will ask you to provide:

- Personal details (Name, Address, Date of Birth)
- Email Address
- Telephone Number
- Diversity information (Ethnic Origin, Disability)
- Nationality & right to work information (including National Insurance number)
- Employment and Volunteering History (Previous Employers, Positions, Salary, Dates etc.)
- Qualifications (Academic and Professional Qualifications, Training, Skills)
- Employer Feedback (including References)
- Details of Criminal Convictions

- Relationship status with any LHSU employees

If you are applying for a student staff role we will also ask you for the following details:

- Student Number
- Course of Study
- Dates of Study

Third Party References

If you are a reference for an applicant the applicant will provide us with the following information for the purposes of making contact to request a reference if the candidate is successful at application:

- Name
- Profession
- Address
- Telephone Number
- Email Address

What we use your data for

The information we ask for is used to assess your suitability for employment and progress the recruitment process.

We will mainly use your data to:

- Communicate with you;
- Consider your applications for the role;
- Provide anonymous equal opportunities monitoring;
- Fulfil any legal or regulatory requirements;
- Pre-employment screening; and
- Make reasonable adjustments to enable candidates to apply and attend interviews.

We will not share any of the information you provide during the recruitment process with any third parties for marketing purposes.

Who has access to data

We undertake regular reviews of who has access to information that we hold to ensure that your information is only accessible by appropriately trained staff and contractors.

To enable the recruitment process to take place your personal data may be shared internally within LHSU, but this is limited to what is required by each individual to perform their role within the recruitment process.

Your personal information may be shared internally with the following people:

- Those employees who would have managerial responsibility for you or are acting on their behalf;

- Employees in HR who have responsibility for certain HR processes.

LHSU may also need to share your information with certain external third parties including:

- Suppliers who undertake background screening on behalf of LHSU (e.g. Disclosure and Barring Service etc.);
- Academic Institutions (Universities, Colleges etc.) in validating information you have provided
- Other third party suppliers who provide services on our behalf.

We may be required to disclose data containing limited personal information to auditors and financial advisors. Strict processing conditions shall be in place controlling what these parties can and cannot do with your personal data.

We may need to disclose your details if required to Liverpool Hope University, the police, regulatory bodies or legal advisors.

Equal opportunities information is not mandatory information – if you don't provide it, it will not affect your application. This information will not be made available to any staff outside of our HR team in a way that can identify you. Any information you do provide, will be used only to produce and monitor equal opportunities statistics.

We will only ever share your data in other circumstances if we have your explicit and information consent.

Information security and protecting data

Our HR and recruitment systems are restricted to those staff who deal with HR with strictly controlled access to ensure that unauthorised or unlawful processing of personal information, loss or destruction of, or damage to, personal information does not occur.

LHSU operates a Data Protection Policy; all employees and volunteers handling data are required to undertake general data protection training and third parties handling data are required to provide a contract which meets the requirements of the General Data Protection Regulation.

Some of our suppliers run their operations outside the European Economic Area (EEA). Although they may not be subject to the same data protection laws as companies based in the UK, we will take steps to make sure they provide an adequate level of protection in accordance with UK data protection law. Your data will only be shared if it is necessary or required.

By submitting your personal information to us you agree to this transfer, storing or processing at a location outside the EEA.

Your rights

You have a right to see the information LHSU holds about you. You can also request changes to be made to incorrect information. You can ask for information to be deleted or blocked if you legitimately think that LHSU is not processing this information for the purpose it was collected.

If you have any queries about this notice or your personal information generally, including questions about accessing your personal information you should contact the General Manager (unionmanager@hope.ac.uk or 0151 791 3871) in the first instance. Alternatively you must complete the **[Subject Access Request Form](#)** with a description of the information you want to see and the required proof of your identity by post to Liverpool Hope Students' Union, Hope Park, Liverpool, L16 9JD.

Where information is held on the basis of your consent you have the right to withdraw this at any time.

For further information see the [Information Commissioner's Guidance here](#).

Changes to this statement

We may change this Privacy Statement from time to time. If we make any significant changes in the way we treat your personal information we will make this clear on our website or by contacting you directly.

If you have any questions, comments or suggestions, please let us know by contacting unionmanager@hope.ac.uk.