



Who are we?

Warwick Students' Union (Warwick SU) is a democratic membership charity of over 27,000 students from across the UK and overseas. Warwick SU provides extensive services in terms of representation on academic issues, welfare, campaigns, and social provision, as well as support for 300+ societies and sports clubs. Engaging with all our members is crucial for us to deliver on our mission to positively impact students' lives at Warwick University and beyond.

Here at Warwick SU, we are committed to protecting and respecting your privacy

As part of any recruitment process, the organisation collects and processes personal data relating to job applicants. The organisation is committed to being transparent about how it collects and uses that data and to meeting its data protection obligations. This information should be read in conjunction with the Warwick Students' Union main privacy notice, a copy of which is available [here](#).

What information does the organisation collect?

The organisation collects a range of information about you. This includes:

- your name, address and contact details, including email address and telephone number
- details of your qualifications, skills, experience and employment history
- information about your current level of remuneration, including benefit entitlements
- whether you have a disability for which the organisation needs to make reasonable adjustments during the recruitment process
- information about your entitlement to work in the UK
- equal opportunities monitoring information, including information about your ethnic origin, sexual orientation, health, and religion or belief.

The organisation collects this information in a variety of ways. For example, data might be contained in application forms, CVs or resumes, obtained from your passport or other identity documents, or collected through interviews or other forms of assessment.

The organisation will also collect personal data about you from third parties, such as references supplied by former employers, information from certified Identity Service Providers (IdSP) to carry out digital identity checks to confirm your Legal Right to Work in the UK and information from criminal records checks. The organisation will seek information from third parties only once a job offer to you has been made and accepted, and will inform you that it is doing so.

Data will be stored in a range of different places, including on your application record, in HR management systems and on other IT systems (including email).

Why does the organisation process personal data?

The organisation needs to process data to take steps at your request prior to entering into an employment contract with you. It also needs to process your data to enter into a contract with you.

In some cases, the organisation needs to process data to ensure that it is complying with its legal obligations. For example, it is required to check a successful applicant's eligibility to work in the UK before employment starts.

The organisation has a legitimate interest in processing personal data during the recruitment process and for keeping records of the process. Processing data from job applicants allows the organisation to manage the recruitment process, assess and confirm a candidate's suitability for employment and to decide whom to offer a job. The organisation may also need to process data from job applicants to respond to and defend against legal claims.

Where the organisation relies on legitimate interests as a reason for processing data, it has considered whether those interests are overridden by the rights and freedoms of job applicants, employees or workers and has concluded that they are not.

The organisation processes health information if it needs to make reasonable adjustments to the recruitment process for candidates who have a disability. This is to carry out its obligations and exercise specific rights in relation to employment.

Where the organisation processes other special categories of data, such as information about ethnic origin, sexual orientation, health, religion or belief, age, gender or marital status, this is done for the purposes of equal opportunities monitoring with the explicit consent of job applicants, which can be withdrawn at any time by contacting jobs@warwicksu.com. "Prefer not to say" options are provided, and applicants are entirely free to decide whether to provide such data and there are no consequences of failing to do so.

For some roles, the organisation is obliged to seek information about criminal convictions and offences. Where the organisation seeks this information, it does so because it is necessary for the purposes of preventing or detecting unlawful acts.

If your application is unsuccessful, the organisation will keep your personal data on file in case there are future employment opportunities for which you may be suited. The organisation will ask for your consent before it keeps your data for this purpose and you are free to withdraw your consent at any time by contacting jobs@warwicksu.com

Who has access to data?

Your information will be shared internally for the purposes of the recruitment exercise. This includes members of the People and Development team, interviewers involved in the recruitment process, managers in the business area with a vacancy and IT staff if access to the data is necessary for the performance of their roles.

The organisation will not share your data with third parties, unless your application for employment is successful and it makes you an offer of employment. The organisation will then share your data with former employers to obtain references for you, certified Identity Service Providers (IdSP) to carry out digital identity checks to confirm your Legal Right to Work in the UK and the Disclosure and Barring Service to obtain necessary criminal records checks.

In limited and necessary circumstances, your information may be transferred outside of the European Economic Area EEA or to an international organisation to comply with our legal or contractual requirements. All documents will be encrypted to ensure the security of your data during transfer.

How does the organisation protect data?

The organisation takes the security of your data seriously. It has internal policies and controls in place to ensure that your data is not lost, accidentally destroyed, misused or disclosed, and is not accessed except by our employees in the proper performance of their duties.

When would we transfer data to a third party?

- To effectively manage our people and support our people processes, we use a trusted third-party people management cloud-based software provider. A copy of their privacy notice is available [here](#). As part of this, personal data held within this software, for example your name, contact details, job role, employment history, onboarding information and bank details, may be securely shared with this provider.
- The provider processes this information on our behalf and only in accordance with our instructions, for purposes such as managing colleague information. We ensure that any third party we engage meets strict data protection and security standards, and your data will not be used for any other purpose without your consent.

In addition to our software provider, we will only disclose information about you to third parties if we are legally obliged to do so.

For how long does the organisation keep data?

If your application for employment is unsuccessful, the organisation will hold your data on file for 6 months' after the end of the relevant recruitment process. If you agree to allow the organisation to keep your personal data on file, the organisation will hold your data on file for a further 3 years, for consideration for future employment opportunities. At the end of that period [or once you withdraw your consent], your data is deleted or destroyed.

If your application for employment is successful, personal data gathered during the recruitment process will be transferred to your personnel file and retained during your employment. The periods for which your data will be held will be provided to you in a new colleague privacy notice.

Your rights

As a data subject, you have a number of rights. You can:

- access and obtain a copy of your data on request
- require the organisation to change incorrect or incomplete data
- require the organisation to delete or stop processing your data, for example where the data is no longer necessary for the purposes of processing
- object to the processing of your data where the organisation is relying on its legitimate interests as the legal ground for processing
- ask the organisation to stop processing data for a period if data is inaccurate or there is a dispute about whether your interests override the organisation's legitimate grounds for processing data.

If you would like to exercise any of these rights, please contact Data Protection Officer by writing to them at the Chief Executives' Office, Warwick Students' Union, Gibbet Hill Road, Coventry, CV4 7AL or by emailing dataprotection@warwicksu.com. You can make a Subject Access Request in the same way.

If you believe that the organisation has not complied with your data protection rights, you can complain to the [Information Commissioner](#).

What if you do not provide personal data?

You are under no statutory or contractual obligation to provide data to the organisation during the recruitment process. However, if you do not provide the information, the organisation may not be able to process your application properly or at all. If your application is successful, it will be a condition of any job offer that you provide evidence of your right to work in the UK and satisfactory references.

You are under no obligation to provide information for inclusion and belonging monitoring purposes and there are no consequences for your application if you choose not to provide such information.

Automated decision-making

Recruitment processes are not based solely on automated decision-making.

Warwick Students' Union is the Controller and Processor of data for the purposes of the DPA 18 and UK-GDPR.

If you have any concerns as to how your data is processed you can contact the Data Protection Officer by writing to them at Chief Executives' Office, Warwick Students' Union, Gibbet Hill Road, Coventry, CV4 7AL or by emailing dataprotection@warwicksu.com