



Privacy Notice for HEFESTIS Ltd Job Applicants

Who Are We?

HEFESTIS (Higher Education (HE)/ Further Education (FE) Technology and Information Services) Limited is a not-for-profit Shared Service organisation jointly owned by member institutions across the Scottish University and Colleges sectors. It provides shared services to institutions and where applicable to sector-owned bodies. We are wholly owned by our member HE and FE institutions and therefore acts as a subsidiary for them.

For the purpose of this Privacy Notice, the Data Controller - the person or organisation that determines the purposes and manner by which any personal data are processed - is HEFESTIS Ltd, Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ.

HEFESTIS Ltd process job applicant personal data under contract (GDPR Article 6(1)(b)) and special category data for purposes associated with your potential employment (GDPR Article 9(2)(b) and DPA 2018, Schedule 1, Part 1 (1)) underpinned by the Equality Act 2010.

Why we collect and process your information

HEFESTIS Ltd collects and processes your personal information as you are applying to enter a contract with us. We will process special category data to monitor recruitment statistics and make reasonable adjustments to support you during the application process where appropriate.

We will process your personal information for the following purposes:

- Deciding your recruitment/appointment
- Determining the terms under which you will work for us, if appointed
- Checking you are legally entitled to work in the UK
- Assessing qualifications
- Requesting references from your previous employer(s), if appointed
- Communication purposes for example to invite you to interview

We may also process your personal data where we are legally required to, for example to prevent fraud or in the prevention or detection of crime.

What information do we collect?

When applying for a job with HEFESTIS Ltd, the categories of personal data you provide may include, but is not limited to:

- your name, address and contact details, including personal email address and telephone number
- date of birth, gender, marital status and dependants

- details of your qualifications, skills, experience and employment history
- CV, cover letter
- whether you have a disability or additional needs for which the organisation needs to make reasonable adjustments during the recruitment process

Where successful at interview, we will also process

- References from previous employers
- Next of kin and emergency contact information
- National Insurance number
- bank account details, payroll records and tax status information
- salary, annual leave, pension and information about your current level of remuneration, including benefit entitlements
- workplace location
- photographs
- start and end dates
- copy of driving licence, passport or utility bill
- information about your entitlement to work in the UK

We may also process special category 'sensitive' data for example:

- information collected during equalities monitoring in relation to ethnicity, religion or sexual orientation, or your health for the purposes of carrying out statutory requirements under employment law
- health and disability data may be processed to ensure reasonable adjustments can be made during your interview
- criminal conviction data, where you are required to disclose this information as part of the application process

You may provide this information on paper, online, by email, telephone or face-to-face. Your data may be stored in paper format, securely locked in filing cabinets or electronically on a Microsoft server located in the UK under contract.

Will my information be shared with others?

As HEFESTIS Ltd provides shared services across its Member organisations, your information may be shared with the organisation where the vacancy exists for the purpose of the recruitment process. Each organisation will have their own Privacy Notice in place which you should refer to.

The HR, ICT and Finance functions of HEFESTIS Ltd are delivered under contract by APUC. APUC act as a Data Processor on our behalf, on our documented instructions. For instance, your application will be processed and stored by APUC, as will any emails or reimbursement information. Further details of how APUC process your data can be found in their Privacy Notices [here](#).

We will also share limited personal information with Board Members, Members, Service Users and Stakeholders for reporting purposes.

How long do we keep your information?

HEFESTIS Ltd only keeps your personal information for the minimum time necessary while meeting our business and audit requirements. If you are unsuccessful in the recruitment process, your information will be deleted after 6 months.

If you are successful, your recruitment information will be used to establish your staff record. Details on how long we hold staff records can be found in our Staff Privacy Notice.

Your rights under data protection law

Under data protection law, you have a number of rights in relation to your information, including your right to:

- be informed of how your data is being processed (as in this privacy notice)
- access and obtain a copy of your data (referred to as a subject access request)
- have incorrect or incomplete data amended
- have your data deleted
- object to the processing of your data
- data portability
- challenge automated decision making and profiling

Please note that some of these rights only apply under certain circumstances. Further details about your privacy rights can be found on the Information Commissioner's Office website [here](#). If you have any concerns about HEFESTIS Ltd's processing of your data or you would like to discuss your information rights in relation to this, please contact Dr Mairead Wood by email mwood@ucss.ac.uk or post at Data Protection, HEFESTIS Ltd, Unit 27, Stirling Business Centre, Wellgreen, Stirling FK8 2DZ.

We aim to resolve all complaints internally. However, if you have concerns about HEFESTIS Ltd's processing of your data or information rights practices, you can contact the Information Commissioner's Office (ICO) using their website <https://ico.org.uk/make-a-complaint/> or by phone on 0303-123-1113.

We review our privacy information periodically. Last updated March 2020.