

Privacy Notice – Recruitment data

The Data Controller of the information being collected is: The University of the Highlands and Islands (UHI), Executive Office, 12B Ness Walk, Inverness IV3 5SQ. Phone: 01463 279000.

For any queries or concerns about how your personal data is being processed you can contact the relevant Data Protection Officer at dataprotectionofficer@uhi.ac.uk

This privacy statement relates to the following process:

Recruitment

Your information will be used for the following purposes:

To facilitate a fair and transparent recruitment process that meets our obligations under the Equality Act 2010.

Our legal reasons for using the data are:

You have given your consent

Use is necessary for us to comply with a legal obligation, that being the Equality Act 2010.

The data we use includes special category (sensitive) data. You are not obliged to provide this information. Our legal reason for using this sensitive data, as provided, is:

Processing is necessary for the purposes of carrying out the obligations of the university under social protection law, that being the Equality Act 2010.

All special category (sensitive) data is stored in a secure location. Data is anonymised and used for the sole purpose of providing statistical analysis on protected characteristics to monitor compliance with the Equality Act 2010. Please note that you are not required to supply this data for the recruitment process. Supplying this information is voluntary.

Your data will, or may, be shared with the following recipients or categories of recipient:

Anonymised equality data, where provided, is used to populate our annual equality monitoring report, an example of this report can be found [here](#).

Your application data may be shared with external members sitting on the selection panel. These members will be invited by the university to sit on the panel due to their expertise and relationship with the university.

(EU FUNDED POSTS ONLY) Anonymised assessment data will be shared with the relevant EU funding body, our EU funding partners and auditors. More information about these bodies is available from the relevant recruiting manager.

Your data will be retained for the following length of time:

Two years to allow you to access and re-use your data for future applications and to allow us to respond to statutory reporting requests.

The following rights are rights of data subjects:

- The right to access your personal data
- The right to rectification if the personal data we hold about you is incorrect
- The right to restrict processing of your personal data

The following rights apply only in certain circumstances:

- The right to withdraw consent at any time if consent is our lawful basis for processing your data
- The right to object to our processing of your personal data
- The right to request erasure (deletion) of your personal data
- The right to data portability

You also have the right to lodge a complaint with the Information Commissioner's Office about our handling of your data.