

## **Recruitment - Fair Processing Notice**

Edinburgh Napier University is providing you with this information in order for us to comply with the General Data Protection Regulation (EU) 2016/679, which requires us to tell you what we do with your personal information.

### **Who is collecting the information?**

A – Edinburgh Napier University as the “Data Controller”.

### **Who are we sharing your Personal Data with (externally)?**

Core Asset Verify as a “Data Processor”.

### **Type of information we will collect from you?**

In order to be considered for employment at Edinburgh Napier University you will be asked to provide us with personal information. Examples of the type of information Edinburgh Napier University and our third party supplier, Core Asset Verify, may collect include your full name (and changed by deep poll if relevant), full address, phone number, email address, passport, personal identification, C.V., education background, employment history, professional qualifications, and referees.

If you choose not to provide any of the information requested, in the first instance, this will delay your employment vetting, resulting in a delay, progressing with your offer of employment. In addition, if we cannot process your personal information we may be unable to continue with your offer of employment.

When providing Edinburgh Napier University and Core Asset Verify with any information, we expect that such information is accurate, complete, up to date and true.

You may also be invited to supply some diversity information (your choice) as part of your profile, including, but not limited to, your age range, gender or physical needs. This information, if you decide to provide it, will only be used for reporting on the diversity of our candidate base across our organisation, or to assist if you have any special requirements as part of the recruitment process or ongoing employment.

### **Why are we collecting your information/what we are doing with it (purposes)?**

All new candidates submitting job applications to Edinburgh Napier University will be subject to pre-employment screening. Our standard checks for all roles within the University will be identity, and employment verification. The purpose of performing these checks is to ensure fairness and transparency for both the University and the applicant, ultimately to verify your personal data and application details. Checks appropriate to the position applied for are conducted to:

- assess and administer your application for employment
- communicate with you in relation to your application
- comply with any legal or regulatory obligations
- to facilitate or advise you of other employment opportunities that may interest you

### **What is the legal basis for processing?**

Article 6(1)(b), processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract, is the basis for processing personal data. Failure to provide the personal data requested will result in the University being unable to process your application further.

### **How are we collecting this information?**

Edinburgh Napier University will ask you to complete an online secure application form and if successful you will then provide further information to our third-party supplier Core-Asset Verify, in order for them to complete their vetting checks. Edinburgh Napier University will ask you provide them with all the information they request, in a timely manner, to ensure there will be no delays to your offer of employment. If you fail to provide Core Asset Verify with the relevant information in a timely manner, this will delay your offer of employment being received and/or may result in an employment offer being withdrawn.

### **What information are we collecting (whose information and what type of personal data)?**

Core Asset Verify will collect a copy of your Identification, any relevant visa/right to work information, personal email address, phone number, education certificate/s and in some cases; they may require your bank statements and other information to undertake criminal conviction checks. Our third party provider will also conduct P.V.G. and B.P.S.S. checks, which may be required for specific roles. Only checks appropriate to the position being applied for will be undertaken. Our recruitment team will notify of any relevant checks to be conducted for the role you are applying for post-interview if you are successful.

### **Who can see your information within Edinburgh Napier University?**

Human Resources department.

**How long is your information kept?**

Successful candidates will have their details kept on file for six years after termination of contract.

Unsuccessful applicants will have their information stored for three months after the date of checks being completed.

**How secure is your information?**

Edinburgh Napier University has appropriate organisational and technical measures in place to ensure the privacy of your personal data. Core-Asset Verify employ systems, which are ISO27001 compliant.

**Who keeps your information updated?**

In order for us to keep your information up to date, we require you to inform us of any changes in the information you provide.

**Will your information be used for any automated decision making or profiling?**

No.

**Is information transferred to a third country? Outside the EEA and not included in the adequate countries list.**

No.

**Is any other information available?**

A – You can access the University's processing statements using the following link:  
<http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/statement.aspx>

A - You can find out who to contact if you have any further queries about Data Protection and about your rights using the following link:  
<http://staff.napier.ac.uk/services/secretary/governance/DataProtection/Pages/default.aspx>