Layered Privacy Notice

Activity/Processing being undertaken: Recruitment

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. You can review their privacy policy here.
OH Assist, our Occupational Health provider. You can review their privacy policy here.
We also use DocuSign, a third-party software, to record your electronic signature. You can review their privacy policy here.

The University undertakes to maintain your information securely and will restrict access to employees, our professional advisers, authorised agents and contractors on a strictly need to know basis. We will only disclose your data to external third parties (other than any specified above) where we:

- Have your consent
- Are required to do so under a statutory or legal obligation, or
- Are permitted to do so by Data Protection legislation.

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, in this case applying for employment with the University.

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.

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

- Job Applicants
- 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, Core Asset Verify, 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.
- We will provide OH Assist (our Occupational Health provider) with your name, address, date of birth and telephone number and you will then be required to complete an on-line health questionnaire. You may also be required to undergo additional tests should your role be part of the Health Surveillance programme.

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.

Further information can be found online at:
https://staff.napier.ac.uk/services/governance-compliance/governance/records/Pages/RecordsRetentionSchedules.aspx

How secure is your information?

For services provided locally by Information Services, information is stored on servers located in secure University datacentres. These datacentres are resilient and feature access controls, environmental monitoring, backup power supplies and redundant hardware. Information on these servers is backed up regularly. The University has various data protection and information security policies and procedures to ensure that appropriate organisational and technical measures are in place to protect the privacy or 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: https://staff.napier.ac.uk/services/governance-compliance/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: https://staff.napier.ac.uk/services/governance-compliance/governance/DataProtection/Pages/default.aspx